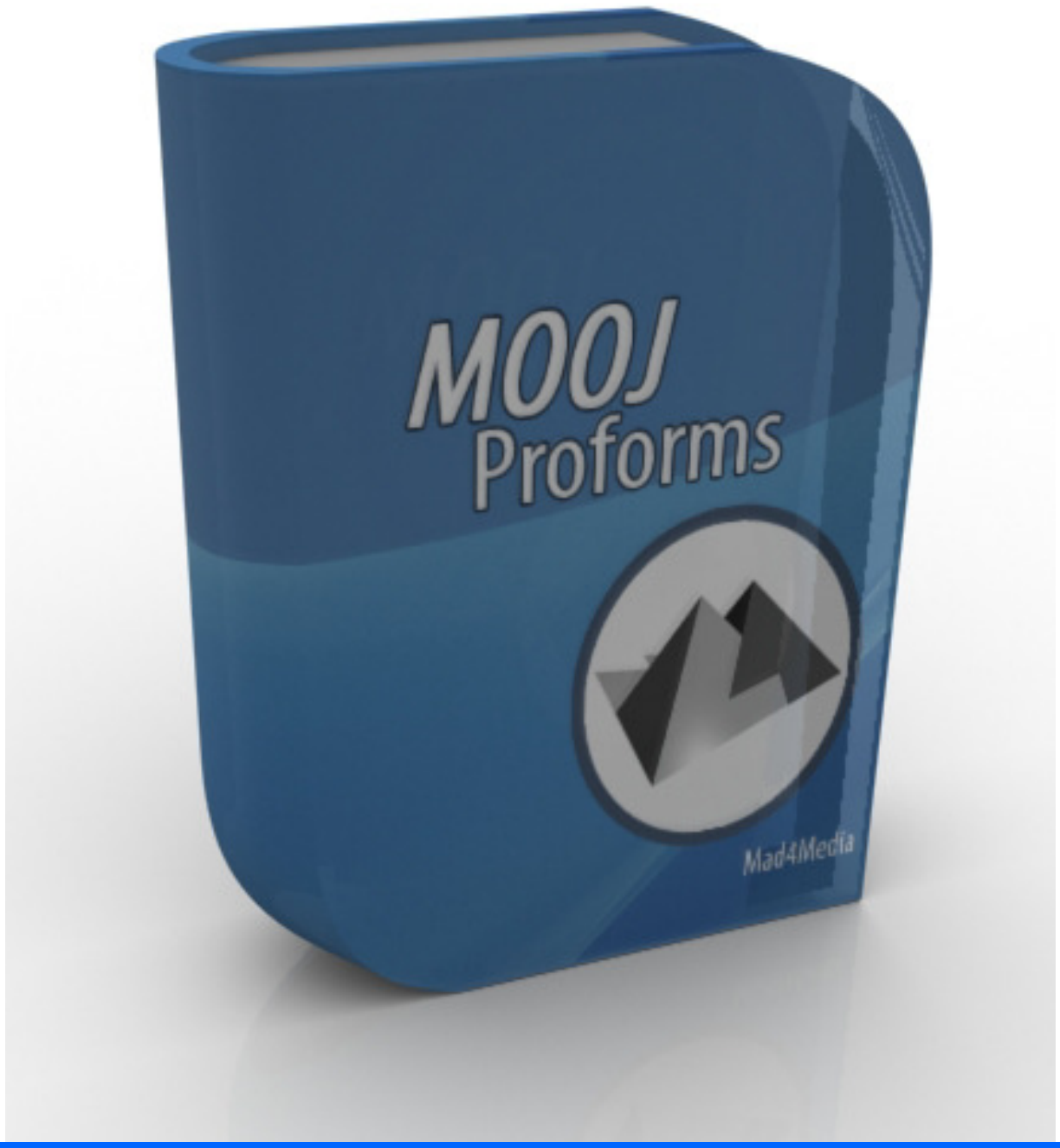

Mooj Proforms'

User Manual

Manual for version 1.2

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Contents

1. Introduction 6

1.1. History 6
1.2. Usage and License 7
1.3. Proforms Advance and Basic 8
1.4. Buying Proforms Advance is buying service 10
1.4.1. The business model 10
1.4.1.1. 30 days service package 11
1.4.1.2. 180 days service package 12
1.4.1.3. 365 days service package 12
1.4.1.4. Terms of support 12
1.4.1.5. Where and how to buy a service package? 12
1.4.1.6. Download the main installer package and getting the service key(s) 13
1.4.1.7. Legals 15
1.4.1.8. Refund policy 15
1.4.2. The Helpdesk 16
1.4.2.1. How to: Connecting to the helpdesk 17
1.4.2.2. Troubleshooting - Helpdesk access 19
1.4.3. Dedicated support for Proforms Advance 21
1.4.4. Support for local development environment 22
1.4.5. Downloading add-ons such as modules, plug-ins or apps 22
1.5. Support for Proforms Basic? 23
1.6. Technical requirements 23

2. Installing, uninstalling and upgrading 24

2.1. Installing Proforms 24
2.1.1. Installing Proforms via the upload method 24
2.1.2. Installing Proforms via "install from directory" method 28
2.2. Troubleshooting - installation problems 30
2.2.1. Setting folder and file permissions 30
2.2.2. Exceeding of time and/or memory limitations. 31
2.2.3. Checking the FTP settings if used 33
2.2.4. Safe Mode and Open Basedir – Just turn it off! 33
2.3. Uninstall Proforms 34
2.4. Installing and uninstalling Proforms' plug-ins and modules 36

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2.4.1. Installing Proforms' plug-ins and modules 36
2.4.2. Uninstalling Proform's plug-ins and modules....36
2.5. Installing and uninstalling Apps....37
2.5.1. Installing Apps 37
2.5.2. Uninstalling Apps....38
2.6. Installing / Applying Patches....39
2.7. Upgrading....40
2.7.1. No upgrading / migration from Mad4Joomla Mailforms!....40
2.7.2. Upgrading Proforms Basic to Proforms Advance....40
2.7.3. Upgrading Proforms by using the installation manager....40
2.7.4. Upgrading Proforms by using the patch system 41
2.7.5. Upgrading apps, modules and plug-ins....41
2.7.6. Upgrading with Joomla® migration....41

3. Fundamentals 42

3.1. Understanding Proforms 42
3.1.1. Modularity 42
3.1.2. First steps after installation and the general workflow....44
3.1.3. Admin email routing....45
3.1.4. Security and Captchas....46
3.1.5. Most important!....48
3.1.5.1. The unique email address 48
3.1.5.2. Form element aliases and the alias placeholder system....49
3.2. Form categories 53
3.2.1. Understanding form categories....53
3.2.2. Admin category overview panel....54
3.2.3. Edit / create a category 55
3.3. Form templates....55
3.3.1. Form templates' overview panel 56
3.3.2. Step 1: Main settings and layout configuration....57
3.3.3. Step 2: Assigning of form elements....61
3.3.4. Form element groups and form elements 63
3.3.4.1. "Button" 65
3.3.4.2. "Date" 65
3.3.4.3. "Textfield" (Also including hidden field)....66
3.3.4.4. "Specified Choice"....71
3.3.4.5. "File Attachment"....79

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3.3.4.6. "HTML" 81
3.4. Forms 82
3.4.1. "Main Configuration" - Applying templates & setting main options 85
3.4.2. "Email" – Setting the email parameters 90
3.4.3. "Introtext" – Applying the intro text which is used in form listings 94
3.4.4. "Maintext" – Applying a text which is displayed above of a form 95
3.4.5. "After sending" – Setting actions and options for "after sending" 96
3.4.6. "Paypal™" - A (simple) Paypal™ forwarding 98
3.4.7. "Code" – Applying code at the end of forms or after sending texts 102
3.4.8. "Opt-In" – Using double opt in 103
3.4.9. "Customize" – Advanced Customization of the form 104
3.5. Publishing 105
3.5.1. General instruction for linking Proforms' views to a menu 105
3.5.2. Menu link type: "Listing of all categories" 107
3.5.3. Menu link type "Form list of one category" 107
3.5.4. Menu link type: "Link to a frontend App" 108
3.5.5. Menu link type: "Form" 109
3.5.6. Embedding forms in content articles 110
3.5.7. Placing forms at module positions. 110
3.6. Storing submissions 111
3.6.1. Proforms' native 'one-click-submission-storage' 111
3.6.2. Proforms' native submission records manager 112
3.6.2.1. Exporting stored data 115
3.6.2.2. Delete all submissions of a form 115
3.6.2.3. Records manager's configuration 116
3.6.2.4. Sending record based emails 116
3.6.2.5. Sheet view, printing and editing records of one submission 117
3.6.3. Storing data with the SQL App 118
3.6.4. Storing data with the SQL Plus App 120
3.7. Apps 121
3.8. Configuration 128
3.8.1. Main Configuration 128
3.8.2. Display 129
3.8.3. Captcha & Security 129
3.8.4. CSS Settings 130
3.8.5. Edit CSS 131

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3.8.6. Patch 131
3.9. Import – Export (Backup Proforms) 132

4. Advanced functions 134

4.1. Confirmation emails (copies) to form submitters 134
4.2. Double-Opt-In 138
4.3. Mass email sending (based on recorded submissions) 144

5. Further documentations 149

5.1. Dynamic features with JavaScript and CSS 149

Proforms Advance (or Basic) version 1.3 works with:

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1. Introduction

Proforms is a Joomla® form extension by the company Mad4Media. This extension is available in two versions (commercial and non-commercial). The non-commercial version has reduced functionality. This Manual is written for both but mainly for the full / commercial version. Whenever a function is not supported by the free (at no charge) version this manual informs you with an advice.
Please note that this document is available at no charge. There is no claim to completeness and correctness of the information provided in this document.
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1.1. History

Mad4Media is a small software company from Zweibrücken in Germany. The owner Dipl. Informatiker (FH) Fahrettin Kutyol started a small project in 2008 with the aim to provide a job recruitment extension for Joomla® 1.0. Originally Mad4Media wanted to provide a Joomla® bundle for gastronomy. One of the requirements was to provide a contact opportunity so that the administrators could easily create a customized job recruitment form. This extension has been called `Mad4Joomla Mailforms`.
There are still witnesses to this approach. If you view Proforms' database tables you will see the table `#__m4j_jobs` and all the form id's are called `jid`.
It quickly became clear that `Mad4Joomla Mailforms` was rather a form component than a job recruitment extension. After finishing `Mad4Joomla Mailforms` this extension has been published at the Joomla Extensions Directory® with the aim to promote the company (including a small copyright link back).
`Mad4Joomla Mailforms` became popular very fast and many users, like web workers and agencies, wished to have a link back free version or special functions.
The popularity along with all inquiries began claiming a lot of time and thus generating costs for the company.
This was the point where the idea for Proforms has been born. A commercial fork of `Mad4Joomla Mailforms`, including many extra functions and no copyright link back.
After nine months of development Proforms (commercial version) has been published in January 2010. Proforms (Advance) got also popular. After one year of success Joomla® 1.6

came up. Because of `Mad4Joomla's` core architecture it would have taken too much time adopting `Mad4Joomla` for Joomla® 1.6. Mad4Media's approach always used to be "to give the community something back". As it wasn't that easy to provide a free (as in beer) `Mad4Joomla` for Joomla® 1.6 it was up to provide a free Proforms version.
So Mad4Media decided to create Proforms Basic. Proforms Basic has less functions than Proforms Advance but has more functions and is more stable than `Mad4Joomla Mailforms`. Proforms Basic does have a small visible copyright link back (we consider it as a small thank you for the free (as in beer) version) and represents our thank you to the Joomla® community. Proforms Basic has been published in May 2011.

1.2. Usage and License

Proforms is licensed under the GNU GPL V2.0 License and the Mad4Media JavaScript License (M4MJL). Furthermore all cascading style sheet files and some images are automatically under the copyright of Mad4Media.
This applies for the commercial (Advance) as well for the non-commercial (Basic) version.
Both licenses can be read here: http://mooj.org/en/licenses.html

What does this mean?

You can use Proforms on any site of yours and if you are providing web services also on the sites of your clients. But please note that there are restrictions to the service (more about this later in the manual).

Are there any restrictions (software) at all?

Yes. Based on the GNU GPL license you are allowed to publish a package and reuse the GPL licensed code parts in other software packages. Based on the GPL licence you can also fork a package.

By the Mad4Media JavaScript License **you may not**:

- (Re)publish the package (means also not to give it to any 3rd person)
- Fork the package
- Use the M4MJL parts in other software
- Use it on Servers with pre-defined Joomla® installations where Proforms is built in (we consider this as publishing)

As long as the JavaScript files are not replaced by your own JavaScript files.
The M4MJL allows widely the freedoms of the GPL. E.g. you can edit and extend the JavaScript code as you wish. You can use it on any installation of yours or of your clients.

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Isn't there a conflict between M4MJL and GNU GPL?

No! Elements such as JavaScript, images, cascading style sheets or Shockwave Flash which are sent independently and compiled together in the client's browser do not have to be GPL licensed themselves. The Mad4Media JavaScript License does not restrict the usage to one domain / installation. It even allows altering the JavaScript code.

And how are images and cascading style sheets licensed for Proforms?

Actually you can say they are licensed the same as JavaScript's. Just some free icons from dryicons.com are licensed under the Creative Commons Attribution 3.0 License. In future versions of Proforms these icons will be replaced by icons of Mad4Media.
This means all CSS and images which have been created by Mad4Media must be removed or replaced if the whole package shall be (re)published or forked. Using in other Software packages is generally not allowed if not stated otherwise by the copyright holder.

1.3. Proforms Advance and Basic

Advance and Basic are actually the same software. Basic has reduced functions.
Contrary to many stereotypes Proforms Basic is not a "try-out"! Proforms Basic is a full functional form extension. The missing functions are not "switched off". They are not built in. Means Proforms contains the user interface of the missing functions to show what you can do with the advance version. These interfaces are commonly marked red with an advice: "Only Pro!" We guess that the "try-out" prejudice is a result of the red marked advices.
Proforms Basic does have a small visible copyright link back to Mad4Media.
We consider it as a small thank you for the non-commercial version.

Can I upgrade from Mad4Joomla or use it together with Proforms?

Unfortunately not! Proforms and Mad4Joomla are using common database tables.
This causes a fatal error if you install Proforms and uninstall Mad4Joomla later.
Generally (without uninstalling Mad4Joomla) there is a conflict with missing database table columns. Proforms does use some of Mad4Joomla's database tables extended with additional columns. If Mad4Joomla is not uninstalled, these database tables do not contain the extended columns. You must uninstall Mad4Joomla before installing Proforms!

Can I upgrade from Proforms Basic to Proforms Advance?

Yes! Don't uninstall Proforms Basic and install Proforms Advance over the existing Basic version. All of your forms will remain unaffected.

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Comparison Chart

Functions	Proforms Basic	Proforms Advance
Cutting edge usability	✔	✔
Using form templates	✔	✔
Use multiple form templates in forms	✖	✔
Layouts	Only one	All layouts
Fieldsets with legends	✔	✔
App system	✔	✔
Database support	✖	✔
Records management	✖	✔
Data Export (Excel and CSV)	✖	✔
Mass mail manager	✖	✔
Double Opt In	✖	✔
Confirmation emails to sender	✖	✔
Editing CSS (Own editor)	✖	✔
Redirection or custom text after sending	✔	✔
5 captchas including reCaptcha	✔	✔
Spam traps and sending time review	✔	✔
Paypal™ support (**simple Paypal™ forwarding**)	✖	✔
Custom HTML between form fields	✖	✔
Custom code (JS /HTML) at the end of forms	✖	✔
AJAX and server side validation	✖	✔
Easy backup	✖	✔
SEF support	✔	✔
Using form categories	✔	✔
Customizing emails	✔	✔
Field alias system	✔	✔
Patch system	✔	✔
JS Framework for comparison validation	✖	✔
Prepared for multi lingual support	✔	✔
Form in content (only with plug-in)	✖	✔
Form in module	✖	✔
Helpdesk (Service) access	✖	✔
Online Manuals	✖	✔
Plugins (inclusive)	✖	✔
Modules (inclusive)	✖	✔
Standard apps (inclusive)	✖	Only for 180 & 365 days service
Additional apps (inclusive)	✖	Only for 365 days service
Copyright back link	✔	✖

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1.4. Buying Proforms Advance is buying service

One of the most common phrases we hear is: "***I bought Proforms …***" Sadly that is not correct. **We always sell service time packages and not the component itself.**
The term "service" and what it includes is often misunderstood by our customers.
We will try to explain you the definition of "service" for Proforms' service packages in the next chapter "The business model".

1.4.1. The business model

Mad4Media offers three service time packages. Service times are starting immediately after the purchase! The ingredients of Proforms' service are split in two major branches:

I) Download as a service:

You can download the latest twin- installer-package (for new installations and upgrades) after the purchase (your order must be set to the "paid" status) **within 20 days**, **maximum 5 times** from www.mad4software.com. The download time period starts immediately after your order is paid. After the 20 days or if your maximum download options are used up you will only be able to download the latest installation package via the helpdesk.

II) Helpdesk access as a service:

The helpdesk is the central element of service. It is a service portal that can be reached only via the admin area of Proforms.
You can get dedicated support, add-ons and upgrades **only via the helpdesk**.
More about the helpdesk in: 1.4.2 "The Helpdesk".

What happens if the service time expires?

Your Proforms will continue working without any restriction. Proforms works generally even without service (key). But you will not be able to connect to the helpdesk.
Thereby you will no more be able to get dedicated support, upgrades, add-ons and everything else that the helpdesk provides.
You can purchase a new service time package anytime and enter the new service key at your Proforms' backend in order to guarantee a further connection.

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Domain restriction for service

The service, which means the helpdesk access, is restricted to one domain at one Joomla® installation. If you purchase a subscription you will get a service key (Two keys for 365 days subscription). The first time you connect to the helpdesk you will be asked if you want to register your service key to the domain you are connecting from. After registration you will get access to the helpdesk from the registered domain.

Please notice the domain you are using while registration because:
Let's say you are registering: **http://www.mydomain.com**

1. http://www.mydomain.com
2. http://mydomain.com (without www)
3. http://www.mydomain.com /cms (Joomla® is installed in the folder `cms`)
4. http://cms.mydomain.com (Joomla® is installed on the sub domain `cms`)

These four variations are not the same!
You will only get access via: **http://www.mydomain.com**/administrator

If you want to use the key on a development domain first you can register your key to this domain. Later, if you want to migrate to the real domain, please inform us and we will reset your key registration.

Differences in inclusive add-ons for service packages

Generally plug-ins, modules, language files and patches are available for all service packages via the helpdesk. Apps (more about apps later in the manual) are available only for 180 days and 365 days packages. In which the 180 days package only includes standard apps (3 apps, as of March 2012).
More about subscription package in the following sub chapters:

1.4.1.1. 30 days service package

The smallest package is intended for people who just need the core component and the normal add-ons. This package does not contain any inclusive apps.
The price of this package represents a download fee. The 30 days helpdesk access is just a giveaway to become familiar with the helpdesk system and download the add-ons. The helpdesk access is only for one Joomla® installation at one domain.

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1.4.1.2. 180 days service package

This package grants download and 180 days helpdesk access for one Joomla® installation at one domain. Additionally you can download all standard apps via the helpdesk.

1.4.1.3. 365 days service package

This package grants download and 365 days helpdesk access at two Joomla® installations for each single domain. You will get two service keys.
Additionally all existing apps and to come are free for download via the helpdesk within the service time (standard apps + additional apps).

1.4.1.4. Terms of support

Many people ask us why we are using the helpdesk system and do not provide all add-ons via www.mad4software.com?
It is about the tech support!
As already mentioned we are a small company and cannot provide 24/7/365 support. Regarding our low prices we can't give support to more than one domain per purchase. Just imagine a web worker purchases a 30 days service package and installs Proforms on 20 clients' sites. Let's say there is an issue on almost 8 sites. If we wouldn't restrict the service that would mean we need to give support for 8 domains which has no relation to the costs. By the helpdesk system we can validate if a customer is entitled to get support and if the service time has expired.
Please note that the support itself is not directly part of the sales contract.
But we solve almost all issues and answer all questions which are sent via the ticket system at the helpdesk. It is a matter of course for us to help.

1.4.1.5. Where and how to buy a service package?

Service packages can only be purchased by our software shop: www.mad4software.com.
You need to register at the shop. Please ensure that you have entered all necessary information (name, address) if you want to achieve a proper PDF invoice.
Your email address is also your login. Please ensure that you use an email address which doesn't filter our confirmation and notification emails.
You can pay per Paypal (also credit card) and German customers do have additionally the opportunity to pay by prepayment.

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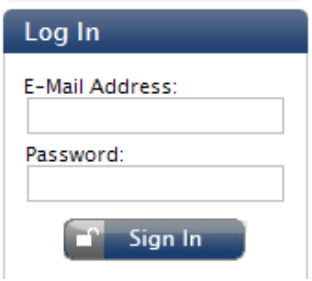
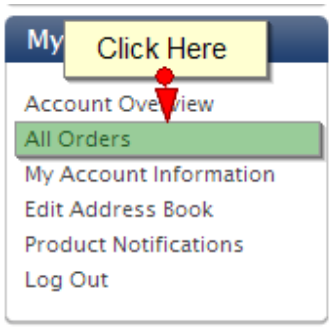
1.4.1.6. Download the main installer package and getting the service key(s)

After your order is set to the status '**Paid'** you can download your twin- installer-package and achieve your service key(s) in your customer area at www.mad4sofware.com.

Please follow these steps:

1. Open following URL in your browser: www.mad4software.com
2. 

At the right you can see a box called "Log In". Please enter the email address (this is your login) you have used at the registration for login and enter your password
3. 

After you have signed in
the login box will turn to "My Account Info".
Click on "All Orders".
4. Now you will see a list of all orders:

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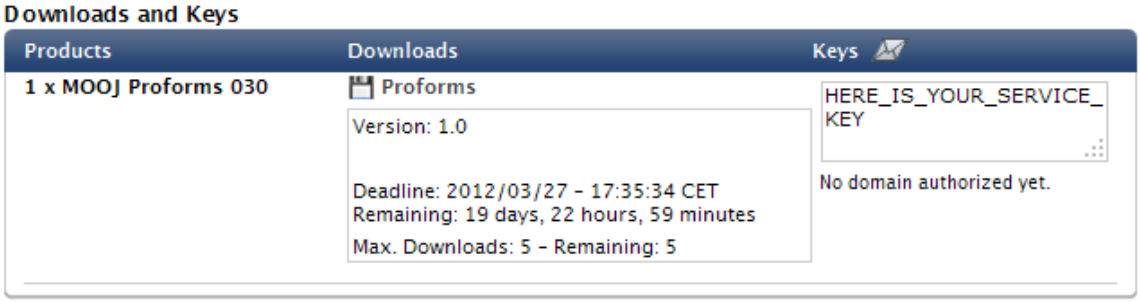
5.

Click on the "View" button of the appropriate order.

6.

Scroll a little down and you can see the link for downloading the PDF invoice.

7. Below you will see the "Downloads and Keys" box:



As you can see you have three columns. One with the products name, one where you can download the package and one where your service key is displayed.
At the download column you can clearly see how long and how often you can download the main installation package (Please read 1.4.1).
At the "Keys" column you can copy and paste your service key(s) and read on which domain the key is registered.

8.

By clicking on the floppy icon or the text your download will start.

9.

There is also an easy way to let send you the key(s) of your order via email. Just click on the envelope icon at the heading of the box.

Important notice if you cannot download your software!

If your download does not start and is being blocked it means you are using a download manager or are behind a (corporate) firewall.
A download manager or a firewall is trying to download the package from the given URL without using the session (id) of your browser. Thereby our system does not know that you are the right person. The session identifies you as a customer. If there is no valid session the download is rejected as not authorized download attempt.
For this case we ask you to use a normal browser download.
Don't use a download manager or if you are behind a firewall; adjust the firewall not to pre-load and scan the file.

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1.4.1.7. Legals

When purchasing in our shop you need to agree to our terms of service and the right of withdrawal at the end of the shopping process. This is mandatory otherwise you cannot purchase any product on www.mad4software.com
You can read our terms of service here:
http://www.mad4software.com/conditions.php
You can read the right of withdrawal and refund policy here:
http://www.mad4software.com/refund.php

1.4.1.8. Refund policy

Please note that there is no refund on Proforms service package purchases!

The legal basis can be read here: http://www.mad4software.com/refund.php
Generally in the European Union, USA, Canada, Australia, New Zealand and almost all other countries in the world, electronically transmitted software or other media is not refundable by law.
As we have described in 1.4.1 we sell always service. By downloading the installation package you start using the service. The software itself is GNU GPL licensed and does not contain a copy protection or is protected by a product key. At the moment when a customer downloads the software we have no more control over it.

We are providing many information opportunities like information sites, demos, screenshots and this manual. Furthermore a free (at no charge) version is available where everybody can test the basics.
We ask you for fairness and your understanding that we don't raise refunds.

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1.4.2. The Helpdesk

The helpdesk is the central element of service. The helpdesk is a web site (portal) which can only be accessed via the admin area of Proforms Advance. Proforms Basic does not support helpdesk access. Regarding Proforms' technical requirements; the helpdesk can only be accessed if the Joomla® system, on which Proforms is installed, is publicly accessible. This means the site may not on a local environment which is not accessible via internet. This also means that the maintenance mode may not be turned on or the whole site is protected by an .htaccsess password!

Why is it necessary that the site is publicly accessible via internet?

We need to check if the Proforms installation, which is connecting to the helpdesk, is really located on the registered domain. We do this by corresponding with Proforms on the site. If Proforms is behind a "firewall" it is not possible to verify and you will get no access.

What can I do on the helpdesk?

- You can request tech support via the support ticket form.
- You can always download the latest twin-installer-package (new install and upgrade)
- You can download available plug-ins, modules, language files and patches
- You can download the 'standard apps' (If you own a 180 or 365 days service package)
- You can download 'additional apps' (If you own a 365 days service package)
- You can read the online manuals (which is more up to date)

If you have problems connecting to the helpdesk, what to do?

Please read the following chapter "Troubleshooting – Helpdesk access" first.
If you still have problems please contact us via:
http://www.mooj.org/en/component/proforms/contact.html

- Select for "Subject": "Problems accessing the helpdesk".
- Select for "Concerned product": "Proforms Advance".
- A new field appears with "Order number". Enter your order number there (**not the invoice number** which starts with 'M4S-').
- Describe your issue in "Your inquiry" and submit.

We will assist you setting up the helpdesk access if your system meets the technical requirements.

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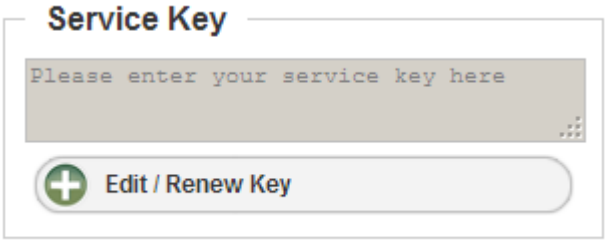
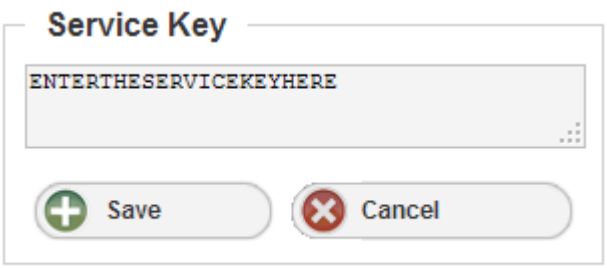
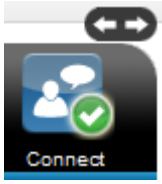
1.4.2.1. How to: Connecting to the helpdesk.

1. Download your advance package, install it and get the service key(s) as described in: "1.4.1.6 Download the main installer package and getting the service key(s)"
2. If you were running Proforms Basic before, please upgrade to Proforms Advance! You can only access the helpdesk with Proforms Advance.
3. Login at your Joomla's® administrator area. And go to Proforms' admin panel.
4.

Click on the helpdesk button.
5. 

Click on "Edit/Renew Key"
6. 

Enter and Save the key with "Save"
7. 

Connect to the helpdesk via the "Connect" button.

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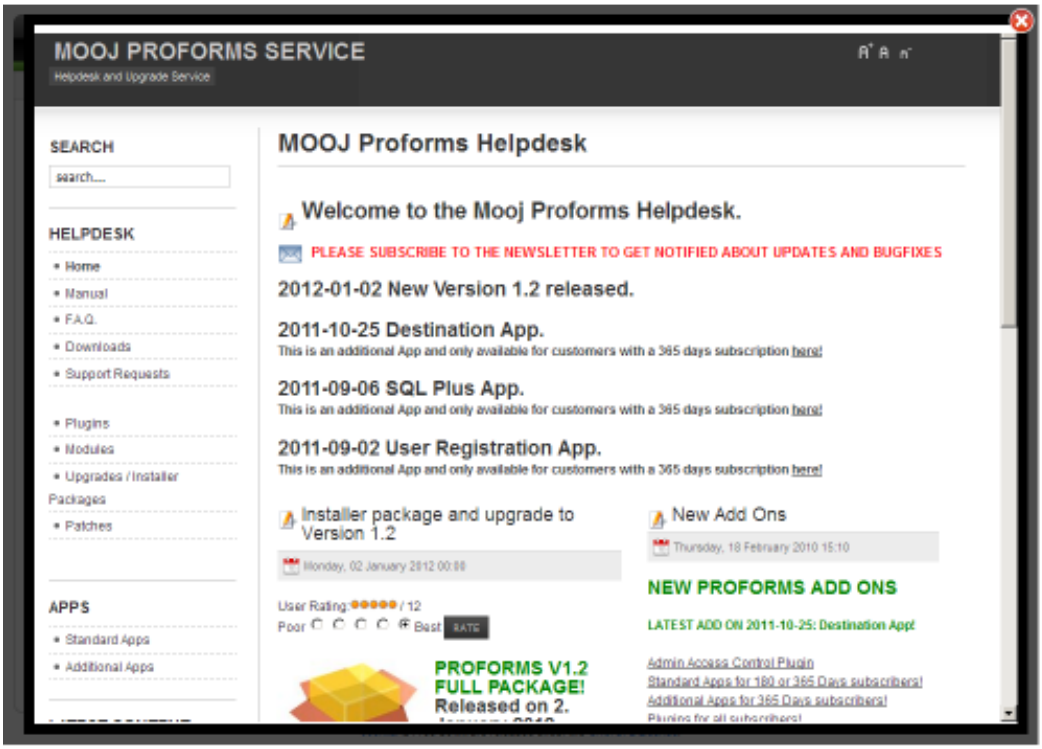
8.

English
This is your first call of the Proforms Service Helpdesk
This service (service key) will be allocated to the domain on which your proforms is currently running by clicking "OK". Your domain name will be stored in our database and you will only be able to get connection to this service from the current domain. After binding your domain to the service it is only possible to change the domain by subscribing to a new Proforms package with a new service key.
If you have understood the agreement and if you are willing to bind the current domain to the service key please confirm with "OK"
Deutsch
Dies ist Ihr erster Aufruf des Proforms Service Helpdesk
Dieser Service (Service Schlüssel) wird mit dem Bestätigen an die Domain verknüpft von der Sie gerade den Service aufrufen. Die Betätigung erfolgt wenn Sie die "OK" Schaltfläche drücken um fortzufahren. Ihr Domainname wird in unserer Datenbank festgehalten und Sie können dann nur von der jetzigen Domain auf unseren Service zugreifen. Nach der Bindung des Schlüssels an die Domain ist es es nicht mehr möglich dies rückgängig zu machen. Um den Service für eine andere Domain zu beanspruchen müssen Sie dann ein neues Proforms Paket erwerben.
Wenn Sie unsere Konditionen zustimmen und Ihren Service Schlüssel an die gerade verwendete Domain binden möchten, bestätigen Sie uns das bitte mit "OK"
OK

First time when you connect you will be asked if you want to register the key to the domain on which you are currently logged in. If you confirm with "OK" you will only be able to access the helpdesk from this domain.

9.


MOOJ PROFORMS SERVICE
Helpdesk and Upgrade Service
SEARCH
search....
HELPDESK
Home
Manual
F.A.Q.
Downloads
Support Requests
Plugins
Modules
Upgrades / Installer Packages
Patches
APPS
Standard Apps
Additional Apps
MOOJ Proforms Helpdesk
Welcome to the Mooj Proforms Helpdesk.
PLEASE SUBSCRIBE TO THE NEWSLETTER TO GET NOTIFIED ABOUT UPDATES AND BUGFIXES
2012-01-02 New Version 1.2 released.
2011-10-25 Destination App.
This is an additional App and only available for customers with a 365 days subscription here!
2011-09-06 SQL Plus App.
This is an additional App and only available for customers with a 365 days subscription here!
2011-09-02 User Registration App.
This is an additional App and only available for customers with a 365 days subscription here!
Installer package and upgrade to Version 1.2
Monday, 02 January 2012 00:00
User Rating: / 12
Poor Best RATE
PROFORMS V1.2 FULL PACKAGE! Released on 2.
New Add Ons
Thursday, 18 February 2010 15:10
NEW PROFORMS ADD ONS
LATEST ADD ON 2011-10-25: Destination App!
Admin Access Control Plugin
Standard Apps for 180 or 365 Days subscribers!
Additional Apps for 365 Days subscribers!

After registration you will always be directed to helpdesk within your service time.

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1.4.2.2. Troubleshooting - Helpdesk access

If you have a blank popup page or a popup page with 404 page not found.
It seems your browser doesn't allow cookie usage inside of iFrames. Please enable cookie usage inside of iFrames at the configuration settings of your browser. If this kind of cookie usage is disabled your session id will not be transmitted while using the helpdesk. If your session id cannot be found your site request will be rejected with a 404 error.

Error message: "Your service period is expired. If you want to continue to use our services; please subscribe to a new package."
This message appears only if your service time has expired.

Error message:" The service page couldn't call back to your site! Your site must be reachable and not behind a firewall or on a local environment. This service is only available for accessible domains."

- The most common issue is based on a `misconfigured` or `over configured` .htaccess file. Please check first if you are able to execute PHP files via browser of the folder: `components/com_proforms`.
  PHP files of this folder must be executable via browser. No need to worry. All PHP files of Proforms are protected against direct access.

- Please check if all PHP files in `components/com_proforms` are set to 0644.
  If not; set them to 0644. Also check if you prevent execution of PHP files but index.php via .htaccess. If so; enable executing PHP files in `components/com_proforms`.

- If you are using any kind of firewall extension please disable it just for connecting to the helpdesk. You can turn it on again after connecting.

- If you are using an .htaccess directory protection (by password) please turn this off while connecting to the helpdesk.

- Normally it is not necessary to disable the maintenance mode but if you have checked all the points above and still cannot access please disable the maintenance mode if this is turned on.

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Error message: "You can't get service from your current domain. The service key is registered to a different domain."

Please go to your customer account at www.mad4software.com.
Please follow the steps described in 1.4.1.6 to get to the detailed order view.
There you can see on which domain you have registered your key.
In most cases this is about users forgot the domain (and notation) they have registered.
Please read this small example:

Let's say you have registered: **http://www.mydomain.com**

1. http://www.mydomain.com
2. http://mydomain.com (without www)
3. http://www.mydomain.com /cms (Joomla® is installed in the folder `cms`)
4. http://cms.mydomain.com (Joomla® is installed on the sub domain `cms`)

These four variations are not the same!
You will only get access via: **http://www.mydomain.com/administrator**

If you cannot solve your problem on your own, please contact us by following the steps described in: 1.4.2➔" If you have problems connecting to the helpdesk, what to do?"

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1.4.3. Dedicated support for Proforms Advance

You can request tech support via the ticket form at the helpdesk.
You must login at your backend. Then enter Proforms' administration panel.
Go to helpdesk and connect to the helpdesk.
At the helpdesk click on the link: "Support Request" and a ticket form appear.
Support requests can only be made in English and German.
Please consider following points before you send an inquiry:

- First read the F.A.Q. at the helpdesk. There are many solutions for recurring issues.
- First come - first serve! If you are awaiting answers don't forget that many others also have questions.
- If we are in (company / public) holidays all incoming tickets will be processed in order of their income when we are back in office. We always announce the holiday duration and the date of being back in office.
- Our official office times are 10:00 – 16:00 CET. We are located in Germany. Don't forget the time difference.
- We are not a big company and cannot provide 24/7 support. Questions will be processed in a timely manner.
- **We don't work on weekends.** All submitted tickets **after Friday's 16:00 CET** will be processed in their order of receipt on Monday's.
- Many questions can be answered if you read the manual. In most cases your problem will be solved by reading all articles of "Getting started"
- Your questions can be answered faster if you exactly describe your problem, send us screenshots and URL's of the appropriate web site.
- If your issue is about the backend please give us a temporary admin access where we can look.

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What if having installation issues or cannot connect to the helpdesk?

If you cannot access the helpdesk please follow:
1.4.2➔" If you have problems connecting to the helpdesk, what to do?"

If you have installation issues please use:
http://www.mooj.org/en/component/proforms/contact.html

- Select for "Subject": "Installation issues".
- Select for "Concerned product": "Proforms Advance".
- A new field appears with "Order number". Enter your order number there (**not the invoice number** which starts with 'M4S-').
- Describe your issue in "Your inquiry" and submit.

We will assist you installing Proforms Advance if your system meets the technical requirements.

1.4.4. Support for local development environment

Support for local development environments is excluded!

We can only support if we have the opportunity to access the environment which is not possible for local environments.
Furthermore service is only for one domain at one Joomla® installation.
This means even if we have an opportunity to access your local environment you will get no more support for the life site. All these circumstances would cause trouble with our customers and this is the reason why we exclude support on local development environments.

1.4.5. Downloading add-ons such as modules, plug-ins or apps

All commercial add-ons are only available via the helpdesk!

Please read 1.4.2 The Helpdesk!
Modules and plug-ins also have manual sites at the helpdesk which are providing all necessary information. The instructions / manuals for apps are built-in.

Besides commercial add-ons there are many non-commercial (free as in beer) add-ons at the download section of Mooj.org: http://www.mooj.org/en/downloads.html

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1.5. Support for Proforms Basic?

We also give support for Proforms Basic. But all requests for Proforms Basic will be processed in our free time. This means all support requests via the ticket form will be processed first. After we have done our "other daily work" we start processing support requests for Proforms Basic. This can take a while but we try to answer almost all inquiries.

You can request support for Proforms Basic via:
http://www.mooj.org/en/component/proforms/contact.html

- Select a "Subject": "Support request for a free extension".
- Select for "Concerned product": "**Proforms Basic**".
- Apply a custom (specific) subject if you like.
- Describe your issue in "Your inquiry" and submit.

1.6. Technical requirements

- Joomla® 1.5x , 1.6x, 1.7x, 2.5x
- Apache 2.x + Server
  (might work on other servers. Proforms has only been tested on Apache)
- PHP 5+
- MySQL 4+ (No warranty for all 4x versions)
- Enabled GD and TrueType library (if you like to use the native captchas).
- Server user rights with enabled reading and writing opportunity.
- Sendmail enabled or a working SMTP connection via Joomla's® backend.
- Enabled JavaScript and Cookies (Admin)
- Standard compliant Joomla® Template

Recommended: PHP5+ and MySQL 5+

(Browser-) Compatibility

Frontend	Backend
Internet Explorer 7+	Internet Explorer 7+
Firefox 3+	Firefox 3+
Chrome	Chrome
Safari 3+	Safari 3+
Opera 9+	Opera 9+

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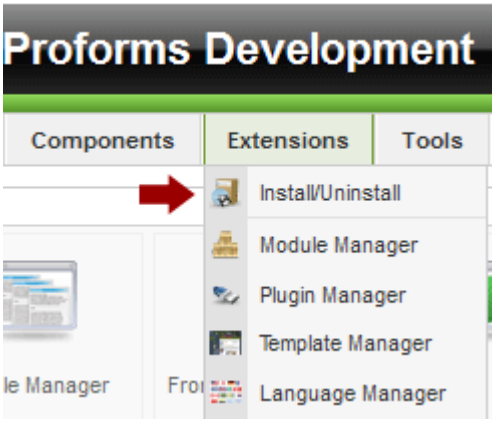
2. Installing, uninstalling and upgrading.

2.1. Installing Proforms

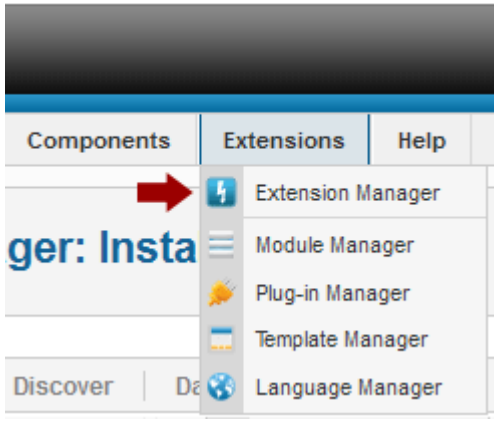
2.1.1. Installing Proforms via the upload method

This is the common – usual way to install Proforms.

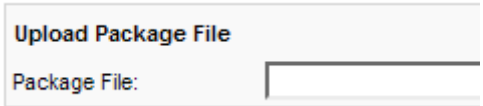
Joomla 1.5.x Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x

1. Check the downloaded installation package first.
   If there is an advice like "UNZIP_FIRST" or "UNPACK_FIRST" in the file name, please unpack the package on your desktop first!
2. Login into the backend of your Joomla® installation.
3. 

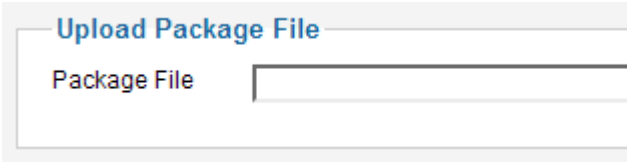
   Hover above the top menu item "Extensions" and the submenu is dropping down. Click on: "Install/Uninstall"

   Hover above the top menu item "Extensions" and the submenu is dropping down. Click on: "Extension Manager"

4. 

   Click on the file upload field and select the installation package from your desktop.
   Submit the file with "Upload File & Install"

   Click on the file upload field and select the installation package from your desktop.
   Submit the file with "Upload & Install"

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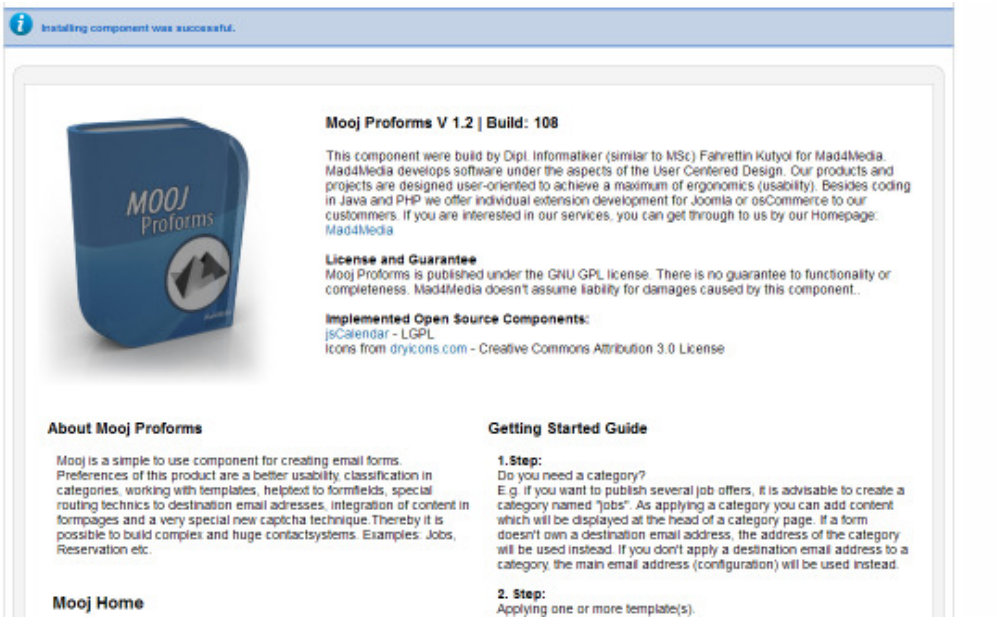
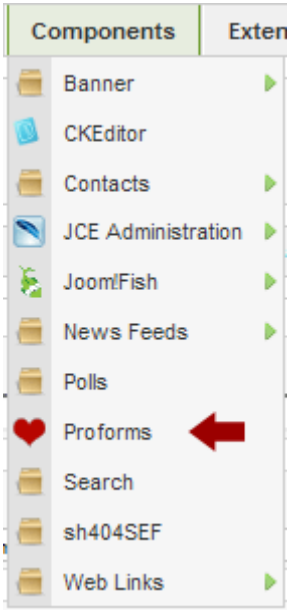
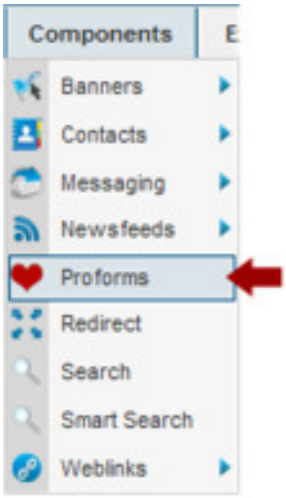
5.


Installing component was successful.
Mooj Proforms V 1.2 | Build: 108
This component were build by Dipl. Informatiker (similar to MSc) Fahrettin Kutyol for Mad4Media. Mad4Media develops software under the aspects of the User Centered Design. Our products and projects are designed user-oriented to achieve a maximum of ergonomics (usability). Besides coding in Java and PHP we offer individual extension development for Joomla or osCommerce to our customers. If you are interested in our services, you can get through to us by our Homepage: Mad4Media
License and Guarantee
Mooj Proforms is published under the GNU GPL license. There is no guarantee to functionality or completeness. Mad4Media doesn't assume liability for damages caused by this component..
Implemented Open Source Components:
jsCalendar - LGPL
Icons from dryicons.com - Creative Commons Attribution 3.0 License
About Mooj Proforms
Mooj is a simple to use component for creating email forms. Preferences of this product are a better usability, classification in categories, working with templates, helptext to formfields, special routing technics to destination email adresses, integration of content in formpages and a very special new captcha technique.Thereby it is possible to build complex and huge contactsystems. Examples: Jobs, Reservation etc.
Getting Started Guide
1.Step:
Do you need a category?
E.g. if you want to publish several job offers, it is advisable to create a category named "jobs". As applying a category you can add content which will be displayed at the head of a category page. If a form doesn't own a destination email address, the address of the category will be used instead. If you don't apply a destination email address to a category, the main email address (configuration) will be used instead.
2. Step:
Applying one or more template(s).
Mooj Home

If successfully installed you can see the welcome page.

6.





Hover above the top menu element "Components" and click on the sub menu item "Proforms" to enter Proforms' administration panel.

If there is any installation issue please read 2.2.

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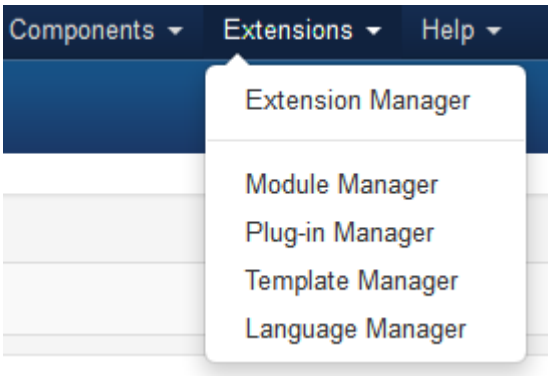
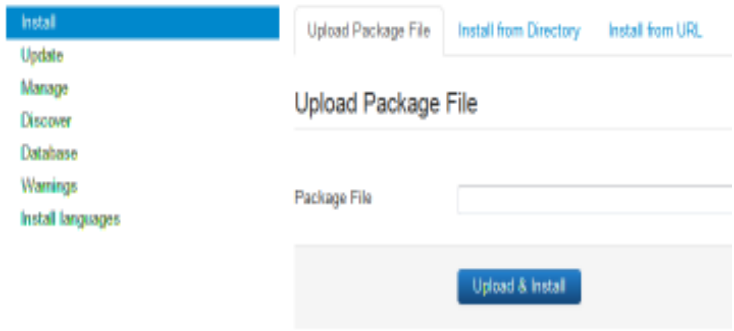
Installing on Joomla 3.x

Joomla 3.0.x

1. Check the downloaded installation package first.
   If there is an advice like "UNZIP_FIRST" or "UNPACK_FIRST" in the file name, please unpack the package on your desktop first!
2. Login into the backend of your Joomla® installation.
3. 

   Click on "Extensions" and a drop down menu appears. Click on "Extension Manager".

4. 

   Ensure that you have chosen "Install" at the left menu and that the tab "Upload Package File" is selected".
   Apply the package file at the upload field "Package File" and click on Upload & Install.

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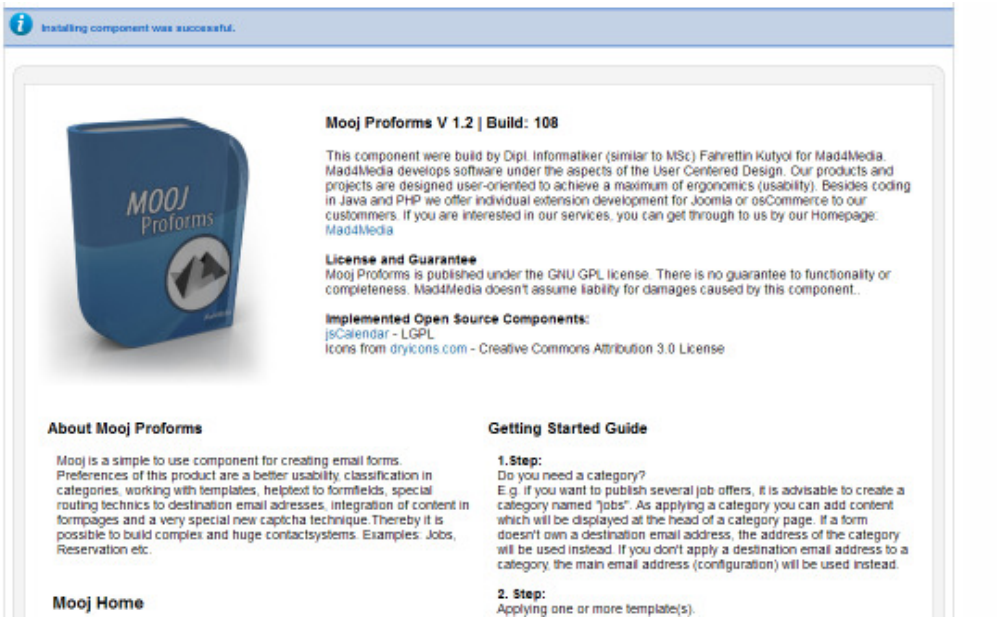
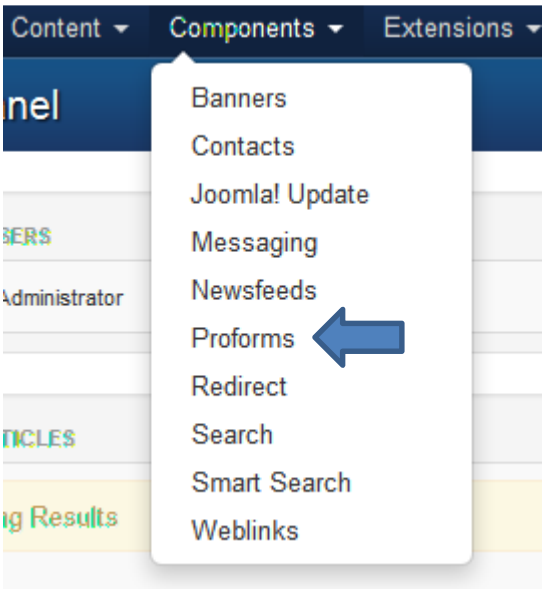
5.


Installing component was successful.
Mooj Proforms V 1.2 | Build: 108
This component were build by Dipl. Informatiker (similar to MSc) Fahrettin Kutyol for Mad4Media. Mad4Media develops software under the aspects of the User Centered Design. Our products and projects are designed user-oriented to achieve a maximum of ergonomics (usability). Besides coding in Java and PHP we offer individual extension development for Joomla or osCommerce to our customers. If you are interested in our services, you can get through to us by our Homepage: Mad4Media
License and Guarantee
Mooj Proforms is published under the GNU GPL license. There is no guarantee to functionality or completeness. Mad4Media doesn't assume liability for damages caused by this component..
Implemented Open Source Components:
jsCalendar - LGPL
Icons from dryicons.com - Creative Commons Attribution 3.0 License
About Mooj Proforms
Mooj is a simple to use component for creating email forms. Preferences of this product are a better usability, classification in categories, working with templates, helptext to formfields, special routing technics to destination email adresses, integration of content in formpages and a very special new captcha technique.Thereby it is possible to build complex and huge contactsystems. Examples: Jobs, Reservation etc.
Getting Started Guide
1.Step:
Do you need a category?
E.g. if you want to publish several job offers, it is advisable to create a category named "jobs". As applying a category you can add content which will be displayed at the head of a category page. If a form doesn't own a destination email address, the address of the category will be used instead. If you don't apply a destination email address to a category, the main email address (configuration) will be used instead.
2. Step:
Applying one or more template(s).
Mooj Home

If successfully installed you can see the welcome page.

6.



First click on "Components" and then on "Proforms" and you will get to Proforms' admin interface.

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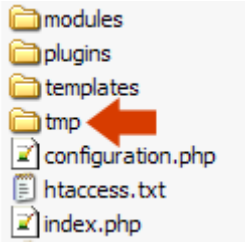
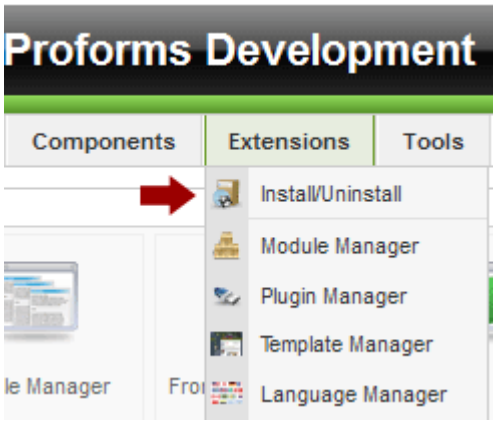
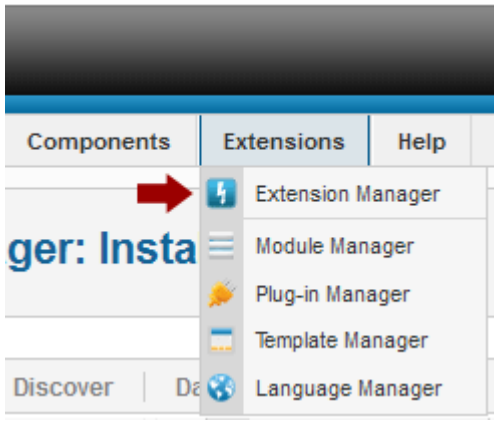
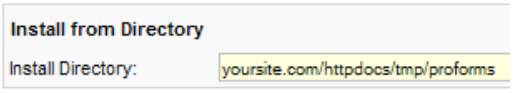
2.1.2. Installing Proforms via "install from directory" method

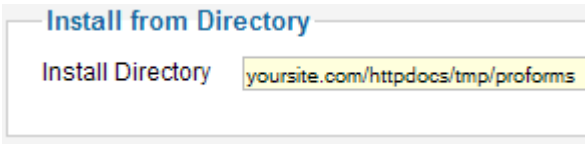
Joomla 1.5.x Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x

1. Check the downloaded installation package first.
   If there is an advice like "UNZIP_FIRST" or "UNPACK_FIRST" in the file name, please unpack the package on your desktop first!
2. Create a folder on your OS's desktop and call this folder: `proforms`
3. Unpack the installer ZIP package into the 'proforms' folder on your desktop. The name of the ZIP installer package starts always with 'com_proforms'
4. 

   Use a FTP client to upload the whole 'proforms' folder (with the unpacked installer package inside) from your desktop **into** the 'tmp' folder at your web space. The 'tmp' folder is located at Joomla's® root folder.
5. Login into the backend of your Joomla® installation.
6. 

   Click at the top menu on:
   "Extensions" > "Install/Uninstall"
   

   Click at the top menu on:
   "Extensions" > "Extension Manager"
7. 

   At "Install from Directory" you can already see the server path to the 'tmp' folder. You need to add a "`/proforms`" to the path. Click the "Install" button to install.

8.-9. Steps 8-9 are the same as the steps 5-6 at "2.1.1 Installing via the upload method"

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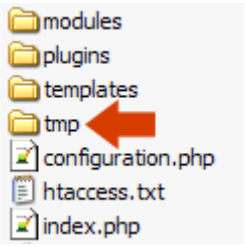
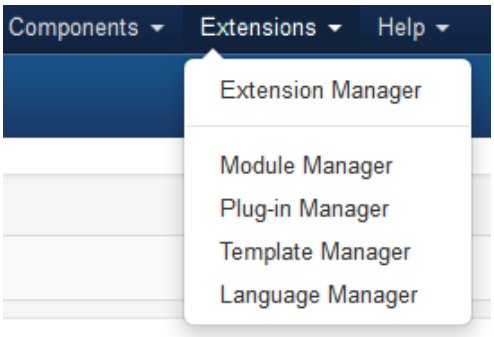
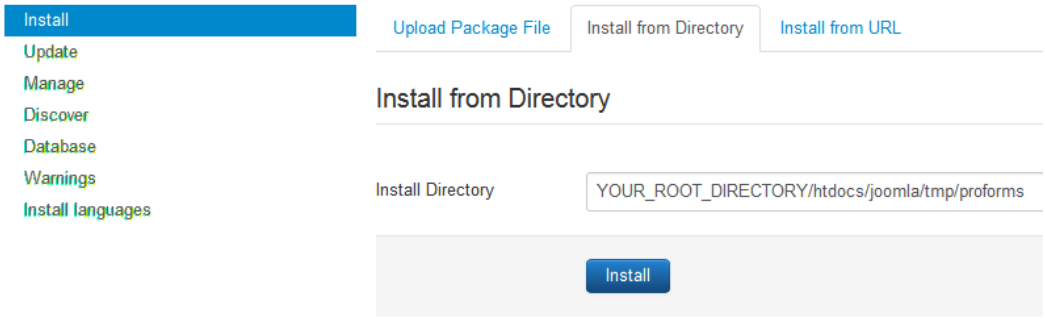
Installing via "Install from Directory" on Joomla 3.x

Joomla 3.0.x

1. Check the downloaded installation package first.
   If there is an advice like "UNZIP_FIRST" or "UNPACK_FIRST" in the file name, please unpack the package on your desktop first!
2. Create a folder on your OS's desktop and call this folder: `proforms`
3. Unpack the installer ZIP package into the 'proforms' folder on your desktop. The name of the ZIP installer package starts always with 'com_proforms'
4. 

   Use a FTP client to upload the whole 'proforms' folder (with the unpacked installer package inside) from your desktop **into** the 'tmp' folder at your web space. The 'tmp' folder is located at Joomla's® root folder.
5. Login into the backend of your Joomla® installation.
6. 

   Click on "Extensions" and a drop down menu appears.
   Click on "Extension Manager".
7. 

   Ensure that you have chosen "Install" at the left menu and that the tab "**Install from Directory**" is selected".
   At "Install from Directory" you can already see the server path to the 'tmp' folder.
   You need to add a "`/proforms`" to the path. Click the "Install" button to install.

8.-9. Steps 8-9 are the same as the steps 5-6 at "2.1.1 Installing via the upload method"

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2.2. Troubleshooting - installation problems.

There are almost always the same issues if an installation aborts.

- Exceeding of server side time and/or memory limits.
- Folder and file permission issues.
- Safe Mode issue
- Exceeding of mySQL server time and/or memory limits. (minor issue)

Other extensions do install by this method; Proforms does not, why?

Proforms is a large size extension (Installer package of version 1.2 has 1.4 MB).
If other (smaller package) extension do install and not Proforms; it is pretty sure that this is about exceeding of server side time and/or memory limits.

Please check the possible conflicts and their solutions described in the following chapters.

2.2.1. Setting folder and file permissions

Generally all Joomla® folder permissions shall be set to 0755 and all files to 0644 by default. You can check the permissions by a FTP client. You can also check the folder permissions via Joomla's® backend:

Joomla® 1.5:
Help > System Info > Directory Permissions

Joomla® 1.6 – 2.5:
Site > System Information > Directory Permissions

For installing Proforms at least following folders 'permissions (also including sub folders) must be set to 0755:

```
tmp/
components/
administrator/components/
language/
administrator/language/
```

If you need to install plug-ins or modules the following folders must also be set to 0755:

```
modules/
plugins/
administrator/modules/
administrator/plugins/
```

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The folder and file permission settings are as well essential for the installation from directory method.

2.2.2. Exceeding of time and/or memory limitations.

A server and PHP have always limitations for:

- Execution time for PHP scripts (php.ini : max_execution_time)
- Time in which a script may parse request data (php.ini : max_input_time)
- Memory limit which a script may allocate / use. (php.ini : memory_limit)
- Memory limit for data sent by the POST method. (php.ini : post_max_size)
- Memory limit for file uploads (php.ini : upload_max_filesize)

If you install Proforms (upload or directory method) it may happen that one of the limitations from above can be exceeded. This leads often to termination of the installation with an error message(s) which seems to have nothing in common with the limitations. This is because some exceeding doesn't terminate the script execution but only a part of the processing. E.g. it takes too long to unzip the package and some files are missing. Then the error looks like there are files missing and that this is the reason of the abortion. Example:

```
JFolder: :files: Path is not a folder. Path:
/var/www/vhosts/yoursite.com/httpdocs/tmp/install_4f5c1542ecbe6

JFolder: :folder: Path is not a folder. Path:
/var/www/vhosts/yoursite.com/httpdocs/tmp/install_4f5c1542ecbe6

JFolder: :files: Path is not a folder. Path:
/var/www/vhosts/fxitech.co.nz/httpdocs/tmp/install_4f5c1542ecbe6

JInstaller: :Install: Cannot find Joomla® XML setup file
```

Basically this is an execution time exceeding issue.

There is almost always one solution which can handle this ….

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Now we know the disease, what is the cure?

➔Try the "installation from directory method" as described in 2.1.2 first!

In 99% of all issues the "installation from directory method" works!

If you still have issues and you are able to edit your php.ini or can override php.ini then set the parameters similar like the following ones. Please note that these are standard settings of a "1and1" hosting package. As you can see max_execution_time is set very high.
We assume that for most packages it is enough to set this to 200. Also memory_limit is ok if set to 32MB, post_max_size and upload_max_size should have at least 4 MB.

php.ini

```
; Sets the maximum time in seconds a script is allowed to run before it is
; terminated by the parser
max_execution_time = 50000

; Sets the maximum time in seconds a script is allowed to parse input data
; like POST and GET
max_input_time = -1

; Sets the maximum amount of memory in bytes that a script is allowed to
allocate.
memory_limit = 90M

; Sets max size of post data allowed.
post_max_size = 8M

; The maximum size of an uploaded file.
upload_max_filesize = 40M
```

If your problem is related to database actions and you have the opportunity to edit the mySQL configuration at my.cnf you should check the following parameters and set them at least to 120.

my.cnf

```
wait_timeout = 120
connect_timeout = 120
```

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2.2.3. Checking the FTP settings if used

Some users just enable FTP (Global Configuration > Server > FTP Settings) without applying all necessary FTP information. Or they do mistakes in the settings.
Please be sure that the FTP settings are correct and the FTP root folder is the Joomla® folder.
If the FTP set up contains flaws no files and folders are moved, copied, deleted or overwritten.

2.2.4. Safe Mode and Open Basedir – Just turn it off!

Whereas the PHP setting 'open_basedir' does make sense, 'safe_mode' is a security rule made by paranoid server administrators. The safe_mode feature does restrict file and folder handling this much, that working and configuring of big and complex systems such as Joomla® becomes pain. At least the PHP developers has recognized this too and set this feature to "deprecated" since PHP 5.3.0.

What does safe_mode if turned on?

The relevant part of safe_modes' function for installations is that a script must have the same 'owner' as a file or folders which shall be edited.
E.g. if the installation script does have the owner 'owner1' and it shall create a folder in the folder 'components' which has the owner 'owner2' the safe_mode feature prevents the creation of the folder. The same applies for moving, deleting etc.

What to do if safe_mode is on by default server settings?

1. Using the FTP layer. Set up a proper FTP connection. Please also read 2.2.3
2. If your hosting provider allows .htaccess override add following to the .htaccess file in the root folder of Joomla®:
   ```
   php_admin_flag safe_mode off
   php_admin_value open_basedir none
   ```
3. If your hosting provider allows php.ini override add a file 'php.ini' in the root folder of Joomla® which contains following commands:
   ```
   safe_mode = Off
   open_basedir = none
   ```

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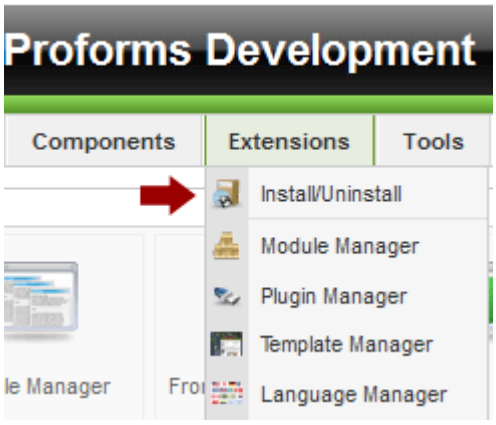
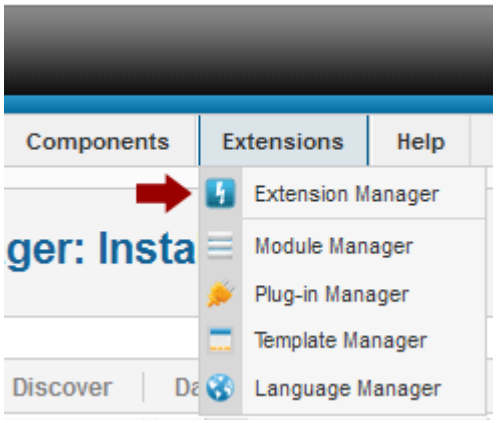
2.3. Uninstall Proforms

Joomla 1.5.x Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x

1. Login into the backend of your Joomla® installation.
2. 

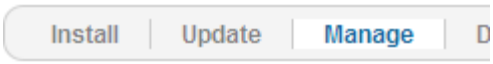
Click at the top menu on:
"Extensions" > "Install/Uninstall"



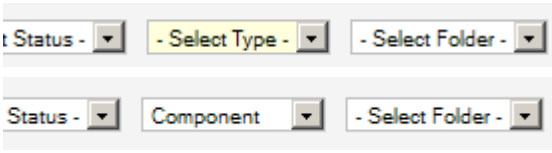
Click at the top menu on:
"Extensions" > "Extension Manager"

2.

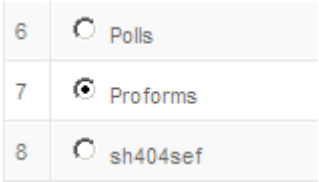
Click on the "Components" tab.

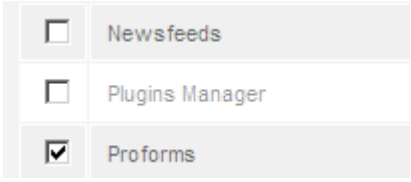


Click on the "Manage" tab.

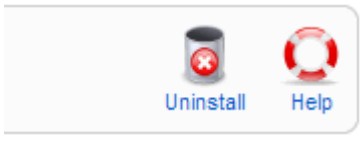
3. 

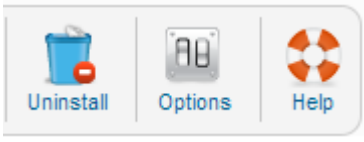
Select "Component" at the "Type" drop down.

4. 



Select "Proforms" or "Proforms Basic" by activating the radio or check box.

5. 



Click on the "Uninstall" button.

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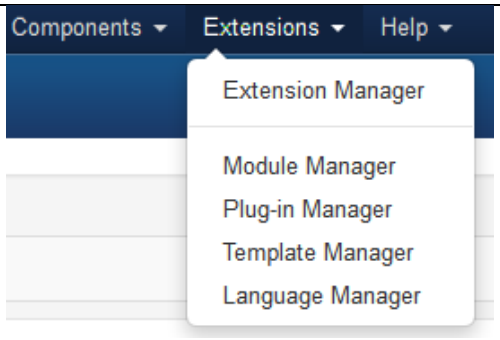
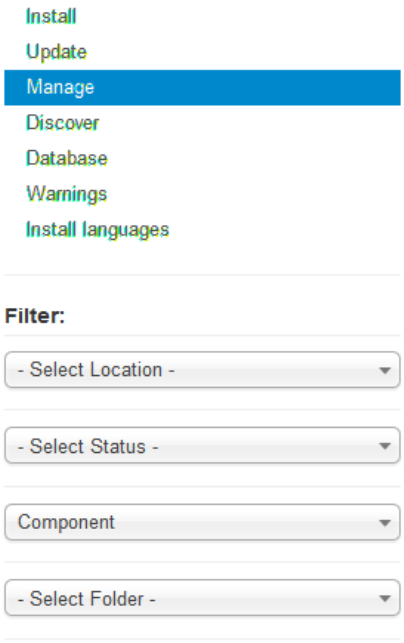
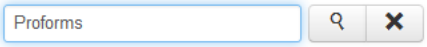
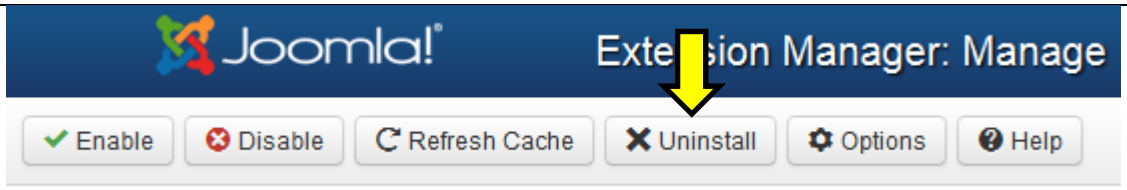
Uninstalling Proforms on Joomla 3.x

Joomla 3.0.x

1.	Login into the backend of your Joomla® installation.	
2.		Click on "Extensions" and a drop down menu appears. Click on "Extension Manager".
3.		Click on "Manage" at the left menu. Now you can see filter options below. Select "Component" on " – Select Ttype –". Now you can see all installed components at the right side. To ease your life you can enter "Proforms" at the search filter:  Click the on the "loupe icon" for submitting the search query. After submitting you will see all results matching "Proforms".
4.	 Select "Proforms" or "Proforms Basic" by activating the checkbox.	
5.	 Click on "Uninstall".	

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2.4. Installing and uninstalling Proforms' plug-ins and modules

2.4.1. Installing Proforms' plug-ins and modules

Installing of Joomla® plug-ins and modules goes by the same way as for components.
Install it with Joomla's® installation manager as demonstrated in 2.1.1
You need to use the module or plug-in installer package at step 4.

Where do I obtain the plug-ins and modules?

For commercial modules and plug-ins you need to download them via the helpdesk.
At the helpdesk there are also manuals for the add-ons.

Non-commercial modules can be downloaded here:
http://www.mooj.org/en/downloads/cat_view/9-modules.html

Non-commercial plug-ins can be downloaded here:
http://www.mooj.org/en/downloads/cat_view/10-plugins.html

2.4.2. Uninstalling Proform's plug-ins and modules

Uninstalling goes almost by the same way as described in 2.3.

Differences …

…for modules:

Joomla® 1.5: **Step 2** – Select "Modules" instead
Joomla® 1.6 – 3.x: **Step 3** – Select "Module" instead

…for plug-ins:

Joomla® 1.5: **Step 2** – Select "Plugins" instead
Joomla® 1.6 – 3.x: **Step 3** – Select "Plugin" instead

Step 4: Select the appropriate plug-in or module.

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2.5. Installing and uninstalling Apps

2.5.1. Installing Apps

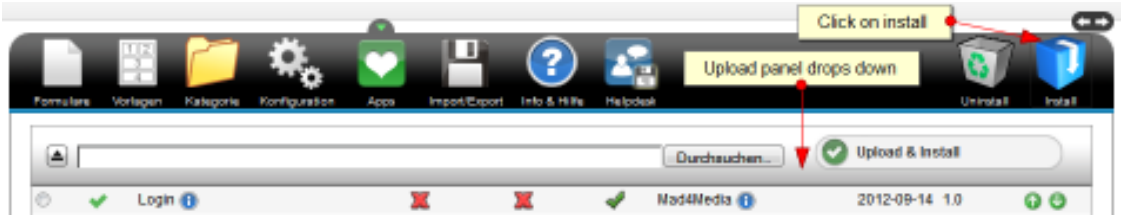
Proforms' Apps are custom extensions for Proforms.

Apps are not installed via the installation manager of Joomla®!

This means you cannot use the methods described in 2.1 – 2.4.

Installing Apps:

1. Download the app via the helpdesk and save it on your desktop.
2. Check if the downloaded package contains a postfix _UNZIP_FIRST or _UNPACK_FIRST. If so; unpack the downloaded package on your desktop.
   The name of an App installation package starts with "`proforms_app_`", does not have a postfix like unpack or unzip and is always a zip package.
3. Login at your Backend and go to Proforms' administration panel.
4.

   Click on "Apps".
5. 

   Click on "Install" and an upload panel drops down.

6. Select your app installation package. Upload the package by pressing the button: "Upload & Install".

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7. You will get an advice if the app has been installed successfully or not.
   If the app has been installed successfully it will appear in the app listing.

If the installation does not work properly please read the chapter: "Troubleshooting – Installation problems".

2.5.2. Uninstalling Apps

1 Login at your Backend and go to Proforms' administration panel.

2.

   Click on "Apps".

3.

   Select the App which you want to uninstall by checking the appropriate radio button.

6.

   Click the "Uninstall" button.

7. You will get an advice if the app has been uninstalled successfully or not.
   If the app has been uninstalled successfully it will disappear from the app listing.

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2.6. Installing / Applying Patches

Starting with Proforms version 1.1 we have established the patch system.
Patches are made for upgrades and additions. Contrary to Joomla's ® installation manager, patches can just execute code without changing anything in the file or folder structure. Patches are also made to replace or add essential parts of an upgrade only. This means if upgrading you don't need upload the whole installation package and all other parts remain unaffected.

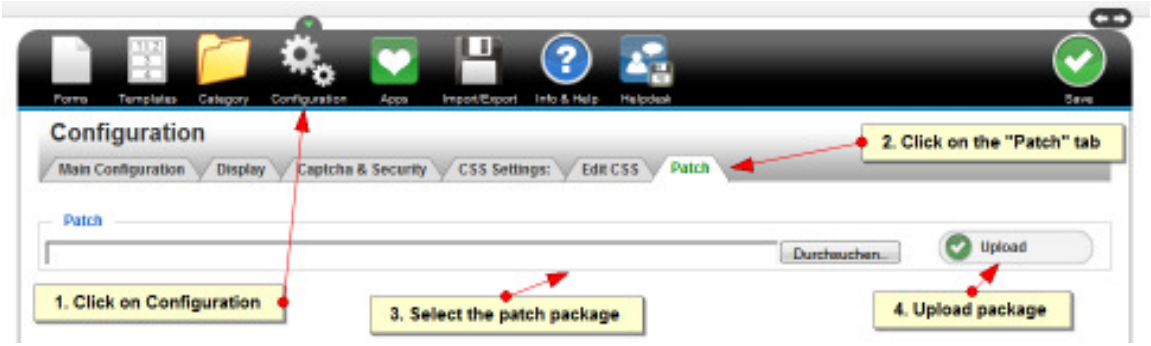
Patches are intended for:

- Bug fixing
- Adding non included language packages.
- Adding additional layouts
- Upgrading Proforms by replacing the essential parts only.

How to patch?

Patches are available either via the helpdesk or at the download section at Mooj.org. They can be wrapped in a ZIP file. If so they will have a postfix with "UNZIP_FIRST" or "UNPACK_FIRST". These wrapped patches need to be unpacked at your desktop because they contain additional information for the patch. The patch itself is also a ZIP file, which needs to be uploaded as follows:

Login at your Backend and go to Proforms' administration panel.



Click on "Apps".

1. Click on the "Configuration" button
2. Click on the "Patch" tab
3. Select your patch package from your desktop
4. Upload package

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2.7. Upgrading

All Proforms installation packages (Advance or Basic) we do provide are twin-installers. This means they can be used for a new install or for upgrading. The same applies to modules, plug-ins and apps.

2.7.1. No upgrading / migration from Mad4Joomla Mailforms!

Mad4Joomla Mailforms (Proforms is a fork of Mad4Joomla Mailforms) is not compatible with Proforms. The problem is that both are using common database tables in different ways. You need to uninstall Mad4Joomla Mailforms before installing Proforms. Unfortunately your already created forms will get lost.

2.7.2. Upgrading Proforms Basic to Proforms Advance

If you like to upgrade from Proforms Basic to Advance and maintain your already created forms you **may not** uninstall Proforms Basic!

1. If you have edited the main CSS of Proforms Basic please backup the cascading style sheet file located at: `components/com_proforms/css/stylesheet.css`.
2. Don't uninstall Proforms Basic and install Proforms as usual by following the chapter 2.1.
3. If you made a backup of the CSS file, move it back to: `components/com_proforms/css/stylesheet.css` after upgrading.

2.7.3. Upgrading Proforms by using the installation manager

If you like to upgrade from Proforms (Advance or Basic) to a newer version and maintain your already created forms you **may not** uninstall Proforms!

1. If you have edited the main CSS please backup the cascading style sheet file located at: `components/com_proforms/css/stylesheet.css`.
2. Don't uninstall the old Proforms version and install Proforms as usual by following the chapter 2.1.
3. If you made a backup of the CSS file, move it back to: `components/com_proforms/css/stylesheet.css` after upgrading.

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2.7.4. Upgrading Proforms by using the patch system

Usually we provide a patch upgrade for new Proforms Advance versions.
As described in 2.6 a patch only renews the essential files. This means that you normally don't need to backup your CSS file. A patch upgrade is usually also smaller than a normal installer package which helps preventing installation error as described in 2.2.

Notice for all who need to purchase a new service time package in order to achieve the latest version:

If you purchase a new package you will be able to download the latest installer package via Mad4Software.com but not the patch upgrade. The patch upgrade is only available via the helpdesk. This means you need to save your **new service key** as described in 1.4.2.1 and **connect to the helpdesk with your old Proforms version** in order to download the patch upgrade!

2.7.5. Upgrading apps, modules and plug-ins

If you like to upgrade apps and maintain all settings you **may not** uninstall the appropriate app! Upgrade by installing apps as described in 2.5.

All modules and plug-ins are "twin-installers" too. Means you can use them for new and upgrade installations. If you like to upgrade modules or plug-ins to a newer version and maintain all settings you **may not** uninstall the appropriate module or plug-in!
Upgrade by installing modules and plug-ins as described in 2.4.

2.7.6. Upgrading with Joomla® migration

Many users who want to migrate or re-create their existing pages base on e.g. Joomla® 2.5, like to take-over existing forms and records.
If you are migrating, means if you are converting the Joomla® base, to a newer version you need to upgrade Proforms first and migrate afterwards.
If you re-create your site then

- Update Proforms at the existing site.
- Install the new version of Proforms at the new Joomla® base (e.g. 2.5).
- Export Proforms' full database at the old Joomla® via: Proforms Admin > Import/Export
- If you have installed apps please copy the folder: `components/com_proforms/apps` to the new Joomla® base.
- Import the database backup at Proforms' admin panel of the new Joomla® base via: Proforms Admin > Import/Export

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3. Fundamentals

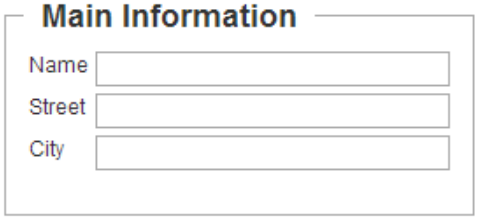
Proforms' main engineering directives are usability (easy to use), modularity and security. If we talk about "easy to use" it is not meant that complex forms can intuitively be created by absolute beginners. Each user has an idea of a form. The more complex the idea, the more know how is needed. This means that you need to know some fundamentals which will follow in this chapter.

3.1. Understanding Proforms

In this chapter we like to illustrate basic knowledge for working with Proforms.

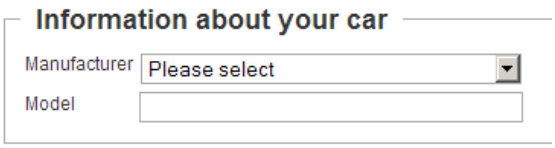
3.1.1. Modularity

Proforms is a modular form tool. Modularity is based on the "Don't repeat yourself" principle. This principle is based primarily on form creation. Let's view an example:



Often people need to be asked for their addresses.
Such a form could look like the form displayed to the left.

Further information of interest could be about the children of the interviewing person.
E.g. if you are planning a trip with children.



At another form you need to recruit drivers with own cars for the trip.

Proforms' form creation is split into two divisions "form templates and forms."

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Form templates

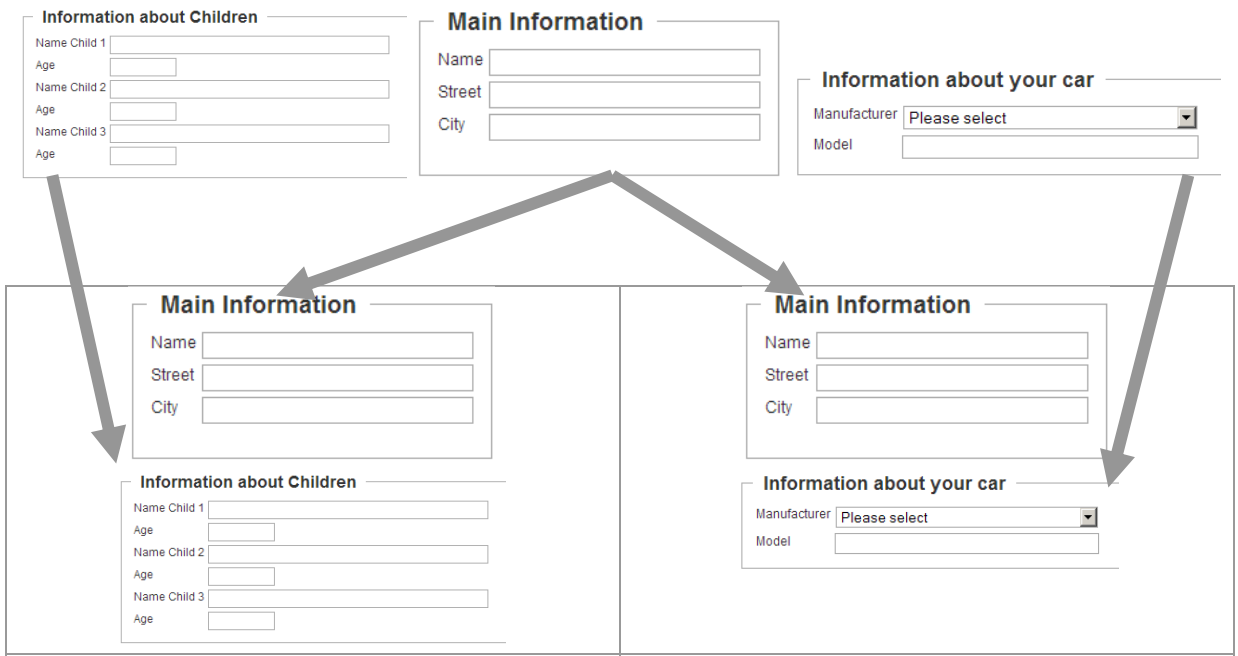
This is the place where the form creation, like many people actually understand it, is made.
Form templates are split in a layout area and the form element area.
In the first step users need to name the template and set up a layout.
In the second step the form elements are added and positioned for the layout.
Please note that Proforms Basic has only one simple layout.

Forms

The form is the division which will configure and display the form for the front-end.
In forms you need to assign and arrange the form templates which shall be used.
The form is also the division where you set up the processing method (Email and/or Database), all necessary texts, the after sending actions, extra code snippets, Paypal™ usage and double-opt-in.
Please note that Proforms Basic can assign only a single form template to the form.

Conclusion

The form is made out of one or more form templates which are containing the layouted form elements. Thereby one form template can be used in different forms.



Form for registering trip members	Form for recruiting drivers

As you can see the greatest benefit of Proforms is that you don't need to create the "address" form section over and over again. You create it only one time as form template and re-use this at different forms.

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3.1.2. First steps after installation and the general workflow

Very first step is editing the configuration

The very first thing you should do is to adapt Proform's configuration to your needs.

1. Change the main email address.
   This is the address where every email will be sent if the category of a form or the form itself doesn't contain a custom address.
2. Set the from-name.
   This is the name which will be displayed if your Proforms sends emails to users.
3. Set the from-email-address.
   This is the reply address for confirmation and all other emails sent to your users.
4. Set the character set of your mails.
   This is set default to UTF-8. Please check first which character set your Joomla® template has. The character set of the Joomla® template and the character set of the mails must be equal.
5. Assign if you like to receive HTML emails or plaint text emails.
6. Click the "Display" tab. Assign the colour of the help icons.

The from-name and the from-email-address will also be used in emails to yourself (admin mails) if you don't assign a unique-email-address-field in your form.

Creating categories

If you like to organize your forms you need to create some categories.
If you like to use multi lingual forms you should create categories with the language names such as: "Contact English", "Contact German", "Contact French".

The General workflow

1. Make a brainstorming to find out if you need to create multiple forms which are using common sections such as for address information.
2. Split the whole form into sections. And create a form template for each section.
3. Form template: Step1 – Assign the layout, Step2 – Add the form elements.
4. Create your form: Assign and combine the form templates at the form creation.
5. Publish your form

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3.1.3. Admin email routing

Proforms allows routing of the admin emails. The email routing technique can save you much time and effort. The basic idea is not always to fill in the email address for each form. You can leave email-address-fields blank to send the submission by the next higher level.

What does this all mean?

Let's take a look at the levels:

1. Lowest Level = Form address(es) = Priority No 1.

Please note that the lowest level doesn't mean the lowest priority.
The email address which you fill in at the form does have **the highest priority**.
If you set an email address at the form your submission will be sent to this address.
If you leave this blank, the submission will be sent to the address given in the category of the form. If the form isn't subject to a category the submission will be sent to the address set in the main configuration of Proforms.

2. Middle Level = Category address(es) = Priority No 2.

The address(es) of a category will only be used if a form which is subject to this category, doesn't have assigned an email address. If the email address of the category is also blank, the email address of the main configuration will be used.

3. Highest Level = Main email address = Priority No 3.

The main address is the last level. The main email address will only be used if there is no form email address and no category address.

Using multiple emails.

You can also use multiple email addresses. But only at level 1 (forms) and level 2 (categories). You can't enter multiple email addresses at the configuration.
If you wish to send your submissions to multiple email addresses just separate them by semicolons " ; " or by commas " , ".
Joomla® 1.5:
This depends on how your email server is configured. Some servers only accept semicolons, others only accept commas. Please note that you can never use both separators at the same time. For using multiple email-addresses you need to be sure that your email server supports multiple emails!
Joomla® 1.6 – 2.5: It is no more important how to separate for the new Joomla® versions.

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3.1.4. Security and Captchas

One of Proforms' major engineering directives is security. This is not only about that your site is not got hacked. Above all it is to prevent spam by spam bots.
We have 5 captcha techniques built-in.
But this is not the major spam prevention feature. We use other more efficient techniques so that you can turn off captcha and still don't get spam.

Some key data:

- The form element names are encoded. They consist only of a prefix and the form element id. By this way a spambot is not be able to detect if a field is an email address, URL, numeric etc.
- Text fields can have validation rules. The more text fields do have validation rules the more secure is your form.
- Built-in spam traps.
  If a bot submits a form and the trap field has a value; Proforms exits the script.
- Sending speed validation. You can set a time limit which must not be exceeded. Spambots don't need to type a text and are very fast in submitting.
  If a submission is sent too fast Proforms exists.

Users often feel captchas as incredibly annoying. All the mentioned techniques are helpers for preventing spam without captcha. Try it without captcha. If you should get spam via the form you can turn it on again.

Please note that no captcha in the world can help you if the spammer is human.

If you want to use captcha anyway or have paranoid customers you should know this:

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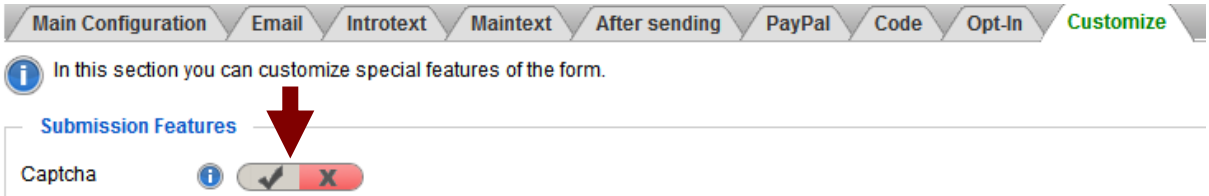
Proforms' Captchas

Proforms has 3 native captchas. They are generated with Proforms at the server and require an appropriate GD version installed with true type font support. For admins who run Proforms on a server which doesn't meet the technical requirements we have built-in reCaptcha. ReCaptcha is generated at an outside server and works on any environment. The native captchas are a number captcha, an alphanumeric captcha and a mathematical captcha. The experimental CSS captcha has been removed since version 1.3.

My captcha shows up only one time, is this an error?

No it is a new usability feature!
Because users don't like captchas and perceive it as annoying we have added the feature.
Once a user has entered the captcha right, Proforms knows that (s)he is human and doesn't ask a second time for captcha.
After the session time expires or all windows of the site have been closed, Proforms asks again for captcha.

How can I use and turn on/off the captcha?



You can define usage for each form at the "Customize" tab of the form creation mask.

Where can I assign the captcha technique?

Configuration
Main Configuration
Display
Captcha & Security
CSS Settings
Edit CSS
Patch
Here you can determine the technology of the security check (captcha) and other security settings.
Configuration
Value
Description
Captcha Technique:
reCAPTCHA
There might be some problems with the standard-css-captcha and some servers or templates. For this case you have the alternative to choose between the standard-css-captcha and an ordinary captcha. If the ordinary captcha doesn't solve your problem then choose Special
reCaptcha Theme
red
If you are using reCaptcha, you can change the theme.
Captcha Duration (in min):
5
Belongs to the frontend. This value assigns the maximum duration of a captcha's validity. If this duration expires, a new captcha code has to be entered even if the old code was valid.
Sending speed (in ms)
10000
This value is in milliseconds, determines the acceptable time between the appearance of a form and its dispatch. If a dispatch is quicker than the specified context, it will be declared and rejected as spam.

You can do this at Proforms Admin > Configuration > Tab: "Captcha & Security"

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3.1.5. Most important!

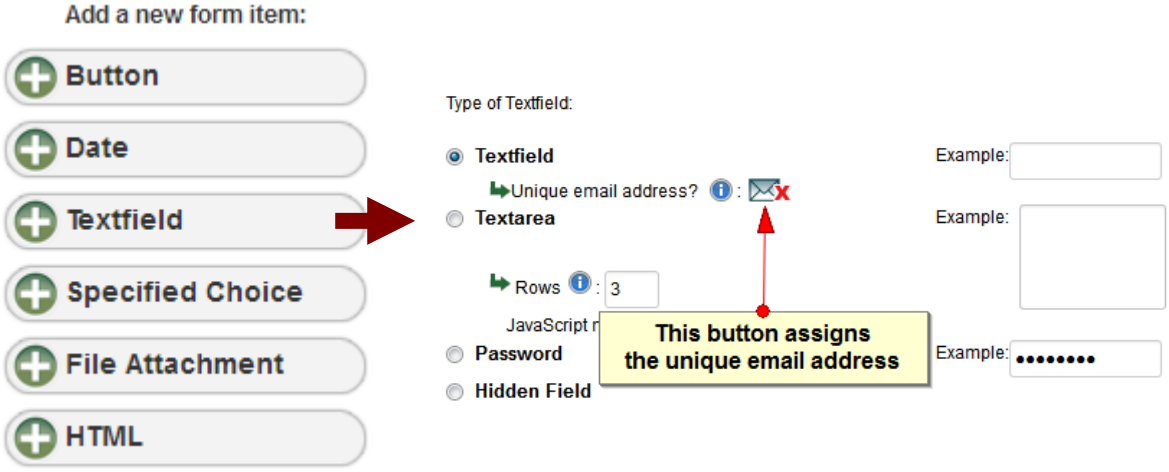
The following sub chapters are most important for your understanding.
The treated subjects are essential for many functions of Proforms.

3.1.5.1. The unique email address

In the early days of Proforms we often have been asked for a confirmation email feature. Based on this feature we established the unique email address.
Well, today we would prefer a different approach but this feature is built-in since a long time now and most Proforms users like it and are so familiar that it would be a cut for them if we change the technique.
Please note that this feature is only available for Proforms Advance

What is this about?

The unique email address is a text field which represents the email address of the person which uses the form. It represents the email address with the one a user wants to be connected (get any kind of replies such as confirmation emails) with the admin.



Properties of the unique email address:

- It is always mandatory and checks the submission if this is a valid email address.
- You can assign only one unique email address per form template. If you assign another text field to be the unique email address the current one will be set back to an ordinary text field status.
- You can add only one form template with unique email address to form. If you have assigned a template with unique email address all remaining form templates with unique email address will be disabled and cannot be added to the form.

What can I do with the unique email address?

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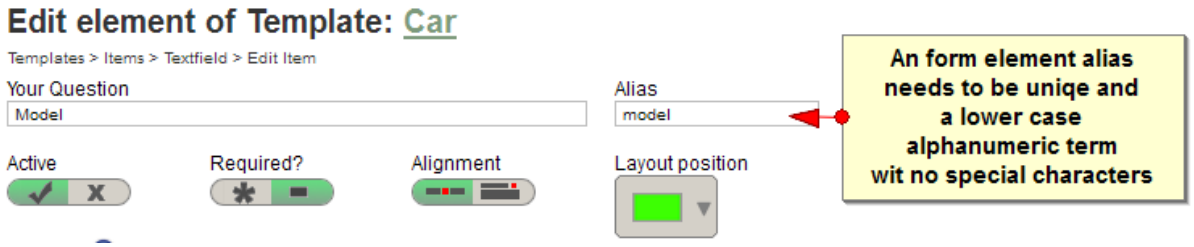
- Capturing the reply address for the administrator email.
  Many users like to use the reply function at their email client.
  This is only possible if you know the email address of the submitting person.
- Send a confirmation email (copy) to the submitting user or ask the user if (s)he wishes a confirmation copy at all. This can only be handled if you know the email address where the confirmation has to be sent.
- Use it for sending mass emails to recorded submissions.

3.1.5.2. Form element aliases and the alias placeholder system

Every form field can have an own alias:



The form field alias will become mandatory in Proforms version 2.0.
At the current state it is obligatory and any kind of characters can be used.
We recommend just using alphanumeric characters with no spaces (use underline "_" instead). The alias needs to be unique because every form element is unique. If a form element alias is not unique this can cause conflicts if you use the alias placeholder system.
Please note that you can't use single character aliases. More about later!

Why shall I use a form element alias?

1. If you use an alias you can leave the question blank.
2. To place the submitted values of the form element in texts (e.g. email text, thank you text) or other necessary features such as in the SQL app where you can execute custom insert and update queries.

The most essential is point 2 because in many extra features of Proforms you need to use the alias placeholder system.

But first see what you can do if you leave the question blank:

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What can I do by leaving the question blank?

An iterant support request is: "How can I release form tables".

Here is an example:

You need to add family members for a booking form.

Select a separate form template with 4 columns and create a table as follows:

	Firstname	Lastname	Age
Member 1			
Member 2			
Member 3			

"Firstnam" , "Lastname", "Age", "Member 1", "Member 2" and "Member 3" are "HTML elements". All input fields are simple text fields which do not have Question but an alias e.g.: firstname1, firstname2, firstname3, lastname1, lastname2, lastname3, age1, age2 and age3. For this case the alignment (alignment of question to field) should be vertical so that there is no space to the left.

Now let's see what you can do with alias place holder system …

The alias placeholder system

The alias placeholder system embeds the submitted value of a form element in other functions or features of Proforms.

The notation is: **Alias**: `myalias` ➔ **Placeholder**: `{myalias}`

You need to wrap the form element alias into curly brackets.

Following the example from above you can place the submission values in the email text like this:

```
Member 1:
{firstname1} {lastname1} – Age: {age1}

Member 2:
{firstname2} {lastname2} – Age: {age2}

Member 3:
{firstname3} {lastname3} – Age: {age3}
```

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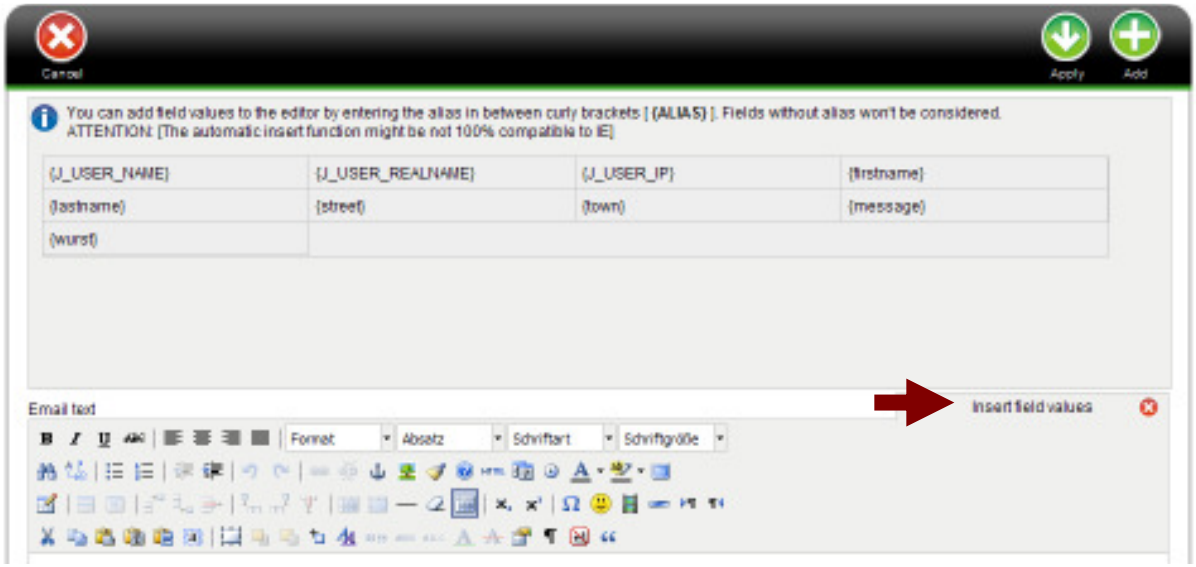
A possible result could be something like:

```
Member 1:
John Doe - Age: 18

Member 2:
Eddy Smith - Age: 26

Member 3:
Christa Miller - Age: 22
```

You can also use the alias placeholder system to display the results at the afters sending page or for the subject of the email.
The alias placeholder system is used in many Proforms function and apps.

Do I need to remember every form element alias?

Not for some special text or editor area.
The email text editor is good example for easy placeholder applying feature:



By the button "Insert field values" a selection panel can be switched on and off.
There you can see all available "system parameter placeholders" and "alias placeholders" .
By clicking a placeholder this will be added to the editor.

The more elegant version can be discovered at apps.
The following screenshot demonstrates the same feature for the SQL app:

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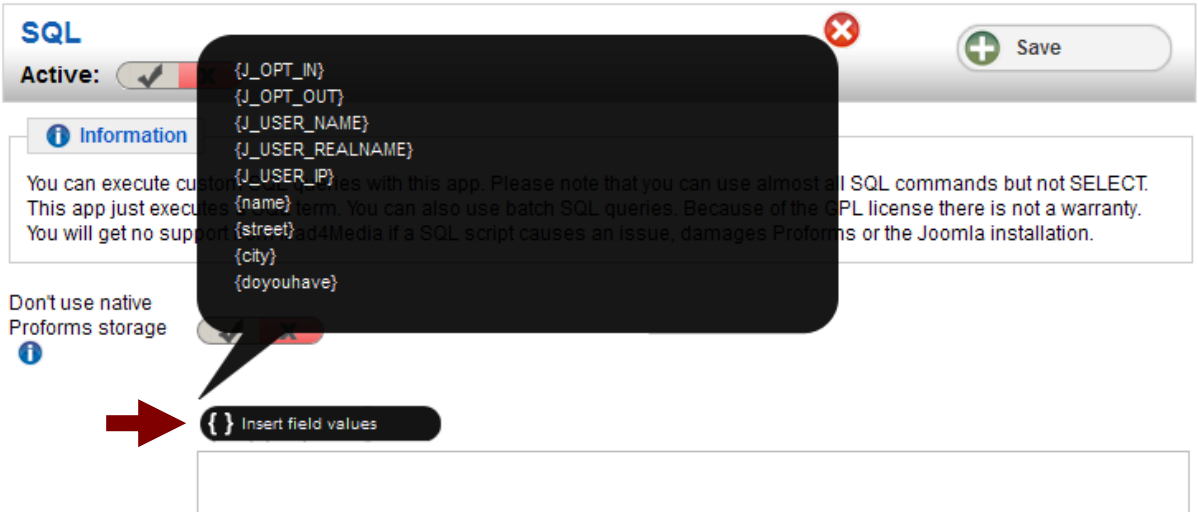

By clicking "Insert field values" a bubble panel appears where you can pick system and alias placeholders.

Is there anything else I should know?

You cannot use single character aliases. This is an issue about "regular expressions". You don't need to know what regular expressions are. Just use at least two character expressions.

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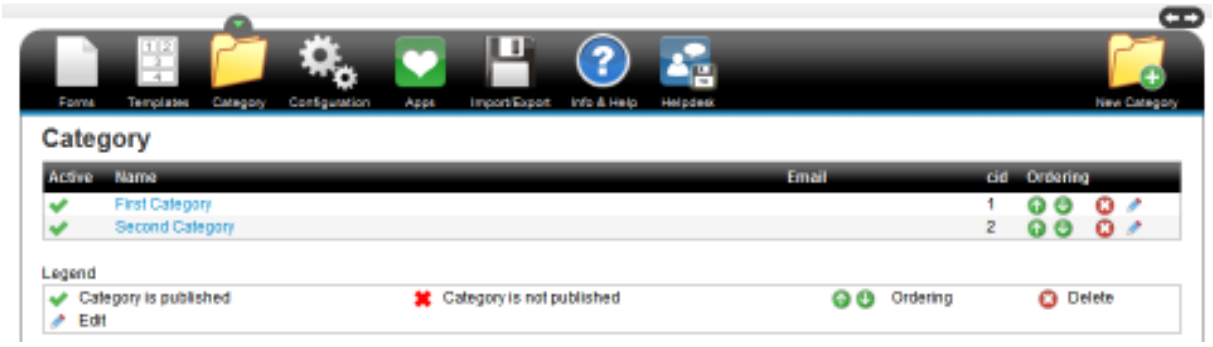
3.2. Form categories

3.2.1. Understanding form categories



Proforms can order forms in categories.

Categories are essential:

- If you like to organize your forms to have a better overview.
- If you like to display a set of forms in a listing view with prior form information where the users can choose a form.
- If you like to organize forms for multi languages support.

If you don't create a custom category and don't assign a form to a custom category, this will assigned to the pseudo category "without category".
All forms which are not subject to a category are listed at "without category".
Proforms give you the opportunity of linking to a "category listing" view. This is the view where all available and activated categories will display as a blog listing.
If "without category" doesn't contain any forms it will not be displayed. It only displays if there is at least one form which is not assigned to a category. You have the alternative to switch off this pseudo category at Proforms' configuration. If you switch off "without category" it will not show at the category listing even if there are forms which are not assigned to a category. This gives you the opportunity to provide "off topic" forms which you want to link to some menus but don't want them show in the category listing.

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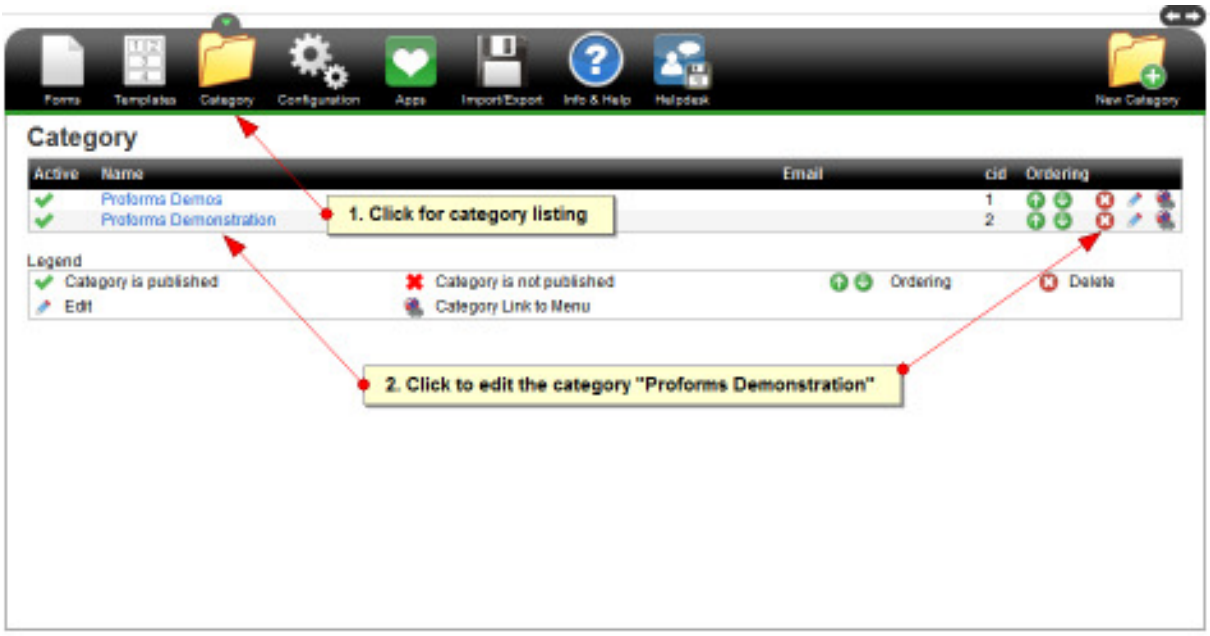
3.2.2. Admin category overview panel



If you click on "Category" at Proforms' admin top menu you will get to the category list.
The category list displays all available categories.
The column "Active" you can see buttons which are advices and switches in the same time.
Already created categories can be edited when clicking on the name or at the edit (pen) button. The column "cid" represents the unique category id. When clicking on the cross you can delete a category.
It is also possible to order the categories. This is necessary when you are creating a menu link to the frontend category listing. In the frontend category listing all categories are listed in the same order as in the backend category listing.
On this screenshot you can see the quick link buttons.
The quick link buttons are not available for Joomla® 1.5 -2.5.
For these Joomla® versions you need to link with the native menu manager.
If you like to create a new category you need to click at "New Category" at Proforms' admin top menu.
If a category is not active it will only not displayed in the frontend category listing or in the frontend form list view for all forms belonging to this category. If the category is enabled or disabled does not influence the view of forms which are assigned to this category.

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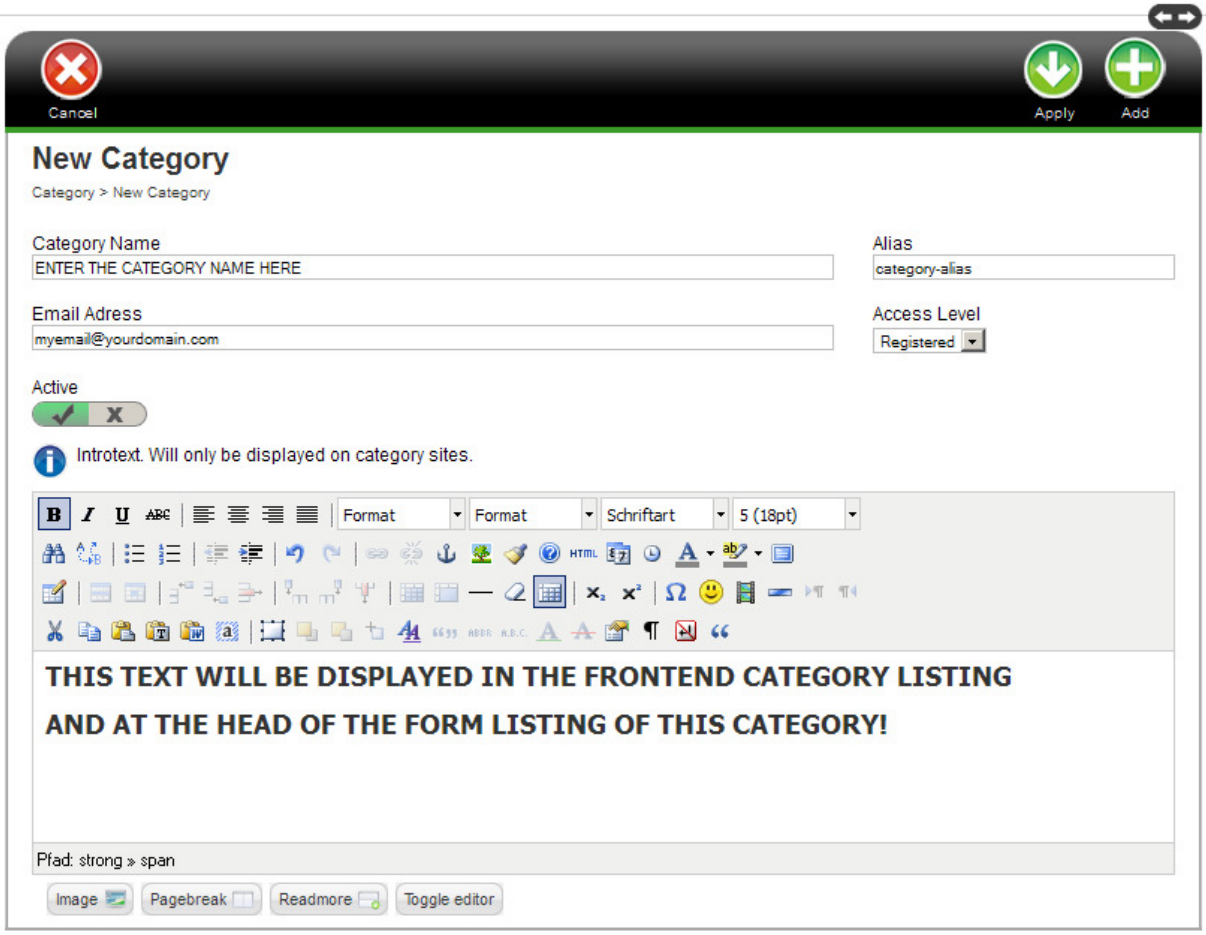
3.2.3. Edit / create a category



The category editing / creation mask is pretty self-explanatory.
Just only the category name is mandatory. The alias is used for SEF URL's. If you leave it blank Proforms creates the URL out of the category name by filtering non valid characters.

3.3. Form templates

Form templates are layouted form element constellations which are compiled together in forms (Also read 3.1.1. "Modularity"). Form template creation and editing is split in two steps. In step one you need to apply main information and set up and adjust the layout. In step two you need to create and place form elements in the layout.

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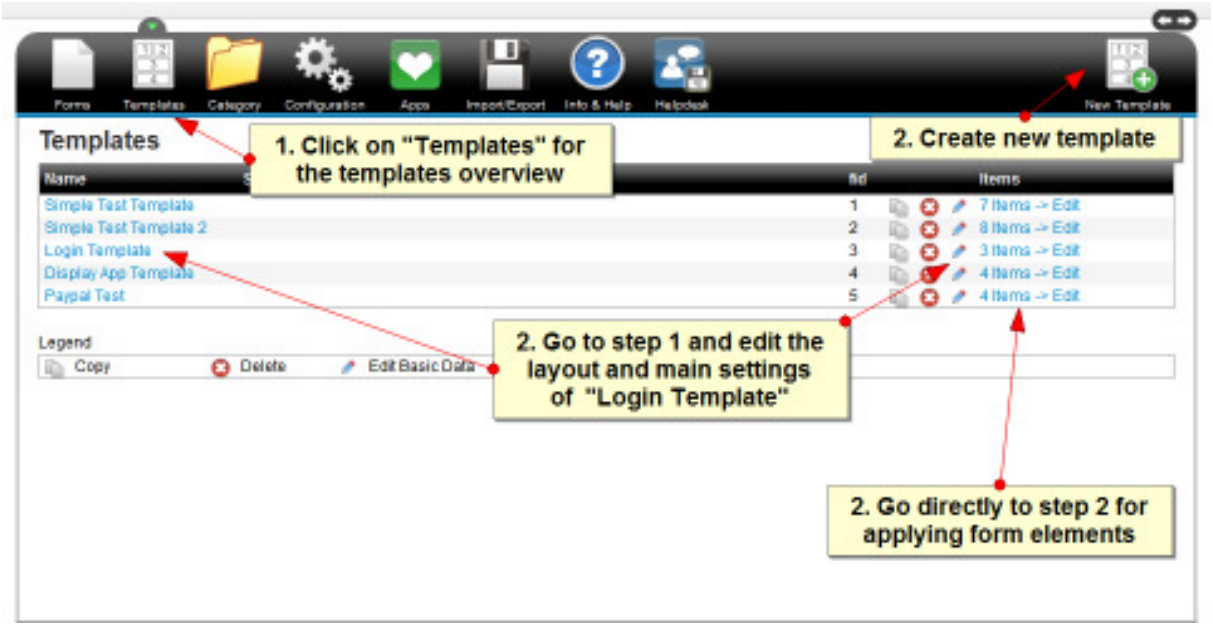
3.3.1. Form templates' overview panel



The form element overview lists all available form templates in a table view.
The table is subdivided in "Name", "Shortdescription", "fid", the copy column, the delete column, the "Edit Basic Data" column and "Items".
In the "Name" column the names of the templates are listed.
If you click the name or click the "Edit Basic Data" (pen) button you will be directed to the first step where you can edit general parameters and the layout.
"Short description" is an additional advice to you. It is a kind of reminder. This parameter is obligatory. The column "fid" displays the unique id of a form template.
The "Items" column displays how many form elements a form template has. By clicking the appropriate advice you will be directed to the second step where you can edit and arrange the form elements.
If you like to create a new form template; click on "New Template" and you will be directed to step 1 for creating a new form template. The "cross" button deletes a template.
The copy button duplicates the appropriate form template.
Please note that when you copy a template all elements will be duplicated and getting new element id's but the form element aliases will remain unaffected. This means you need to edit all form elements aliases to provide unique aliases.

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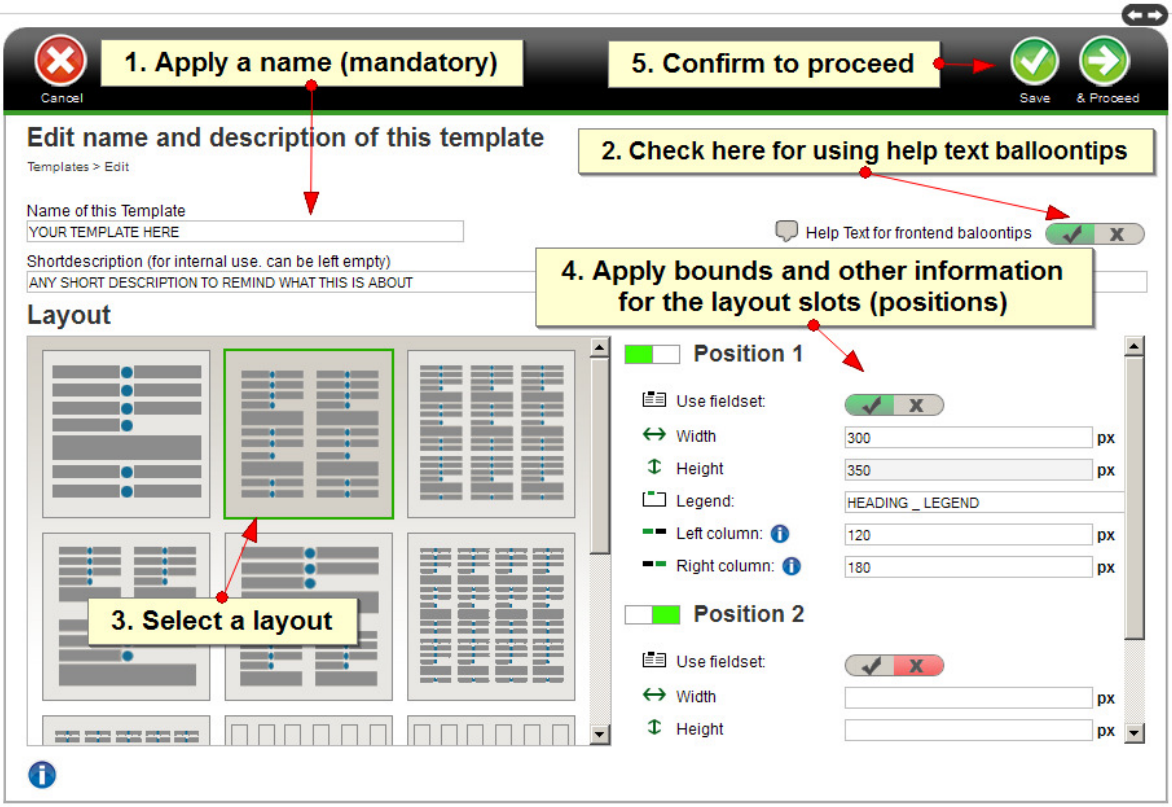
3.3.2. Step 1: Main settings and layout configuration



Apply a name for the form template. This is mandatory. Obligatory you can add a short description. This might be of your interest when you have many form templates and like to have some hints.

1.) Activate the balloon tip switch if you like to use help text balloon tips.

If you activate this option you can create such fields:

If this option is disabled, the same field looks like this:

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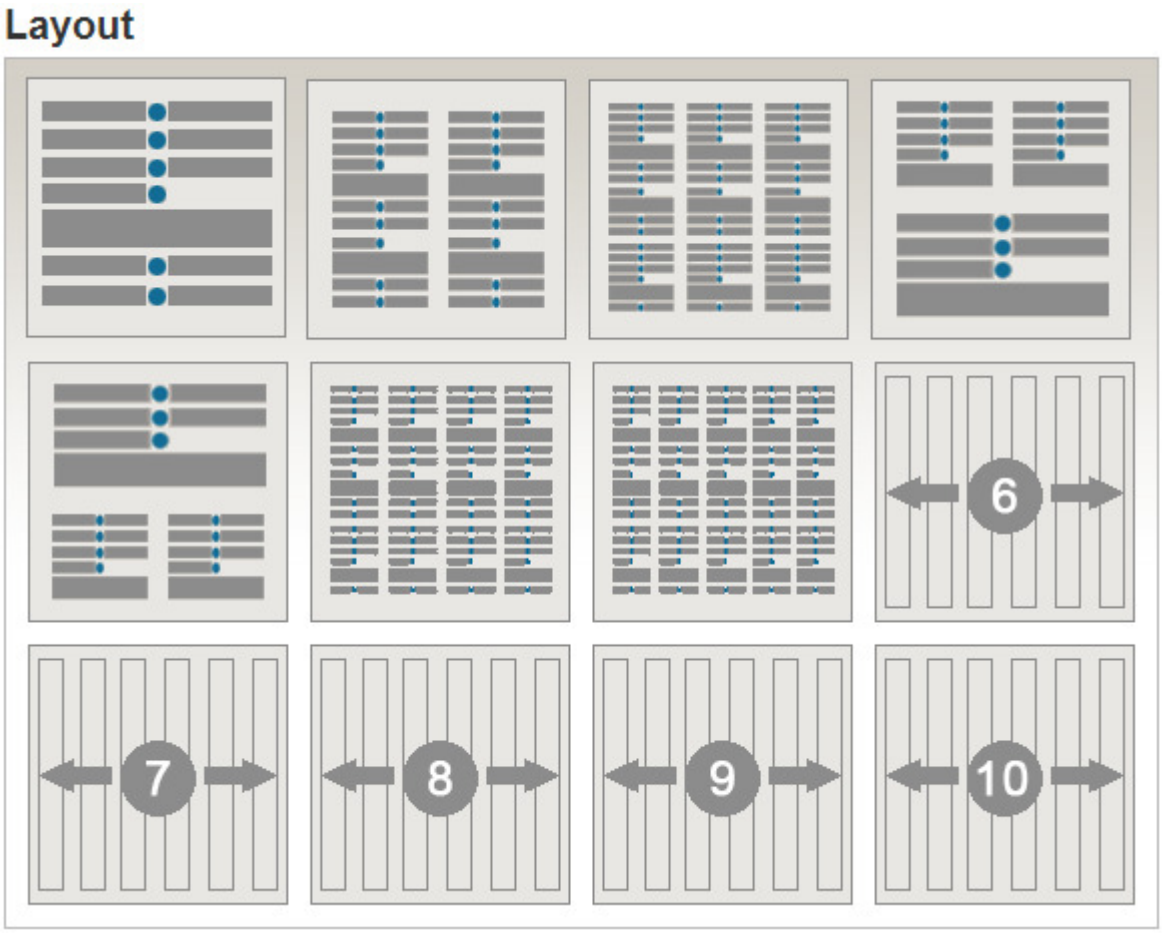
You have also the opportunity to allow balloon tips and leave the help text field blank. By this way the spacing for the help text icon will remain:

2.) **Select a layout.**



Most layouts are built-in by default. Some of them need to be installed via patch. The extending patches can be downloaded via the helpdesk.
Layouts have positions (we call them slots) where you need to place your form elements. The elements inside of a slot are always arranged vertically.
This means one below the other. If you select a layout the appropriate parameter fields of the layout are loaded to the right.
With those parameters you can influence the view and inner-layout of each position (slot).
Please note that Proforms Basic has only one simple (the first) layout!

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3.) **Applying parameters for positions (slots).**

Every position can be wrapped by a fieldset.
Fieldsets have the opportunity to include a "legend" which is a kind of heading.

Example:

Position (Slot) with fieldset and legend:

Position (Slot) with fieldset and no legend:

Position (Slot) without fieldset:

Fieldsets can have fixed bounds. If you use fieldsets you can apply a fixed width in pixels and a fixed height in pixels.

Let's take a look to the parameter mask of a position:

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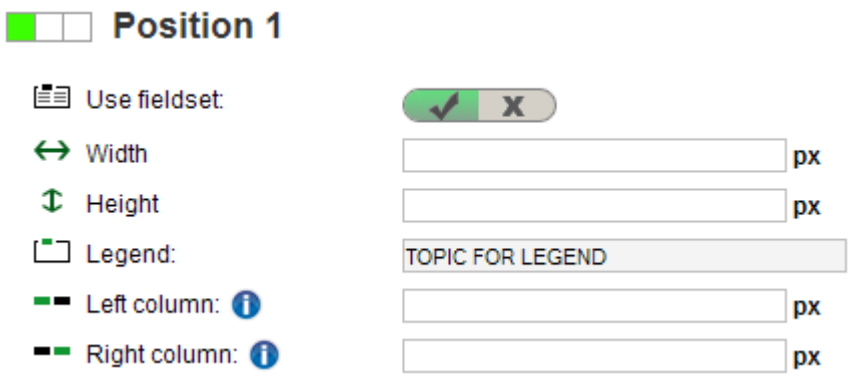

The parameters "Width", "Height" and "Legend" are belonging to the fieldset and taking effect **only if "Use fieldset" is activated**. Leaving "Width" or "Height" blank does effect that the appropriate measurement method will be automatically adjusted by the browser.

The only two parameters which are having always effect are "Left column" and "Right column".
The arrangement of the form elements inside of positions (slots) is made by HTML tables. Proforms' form elements are compiled together out of the "question" (label) and the form element itself.
This means the left column is for the questions and the right column is for the form elements. If you are using balloon tips then there is a 3rd column in the middle with the help icon. By the parameters "Left column" and "Right column" you can assign a fixed width to the appropriate column. If a field is blank the browser will adjust the width depending on the contents and your Joomla® template's main CSS.

4.) **Confirmation.**

When finished you need to save your settings.
You can "Save" or "Save & Proceed".
If you just save you will be redirected to the overview listing.
If you "Save & Proceed" you will be redirected to the form elements assignment.

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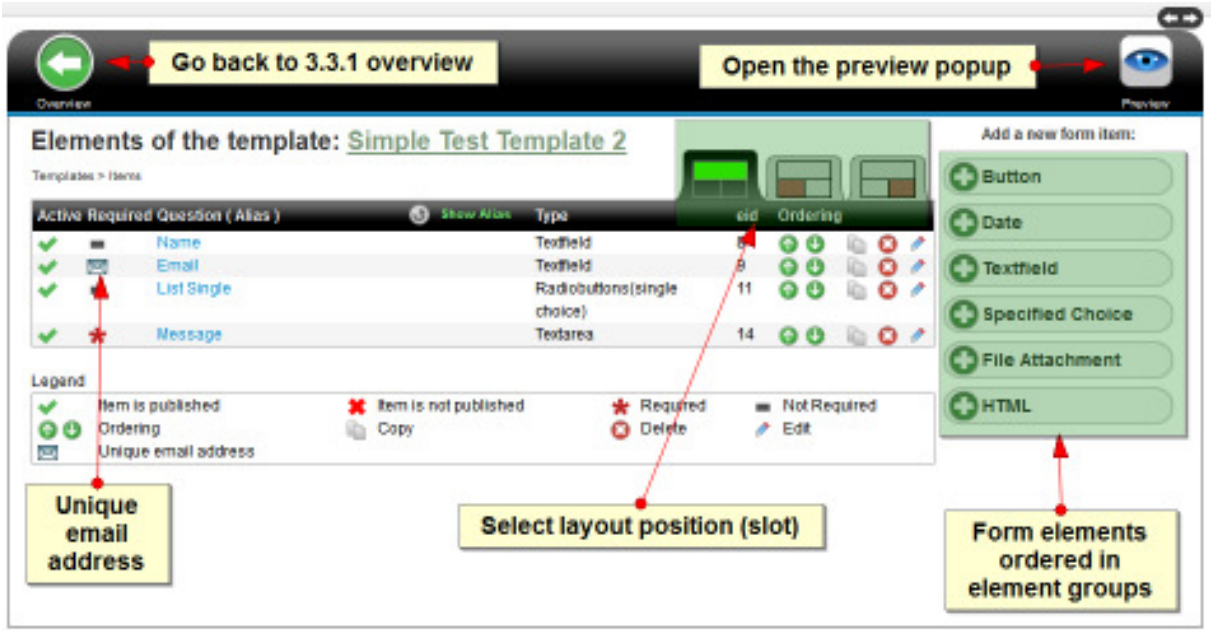
3.3.3. Step 2: Assigning of form elements



One thing first:

The user interface for assigning and arranging of form elements will be overhauled in version 2.0! This means that this interface will change fundamentally!

In the second step of the form template creation you need to assign and place form elements in the layout. The second step starts with the form element overview.
The form elements are displayed in a table view. Each position (slot) has a table view.

Every table view of a position can be selected by clicking the appropriate tab with the position icon.

If you click on the preview button a popup with a preview will fade in.
Please note that this is a rough preview and can differ from the real form.

Form elements are semantically united in form element groups. By clicking an appropriate "add" button or editing a form element the user will be redirected to the form element interface. The position assignment must be realized in the form element interface.
The form element table views (listing of elements which are applying to a position) are providing many important information's at the first sight.
Please look at the following screenshot.

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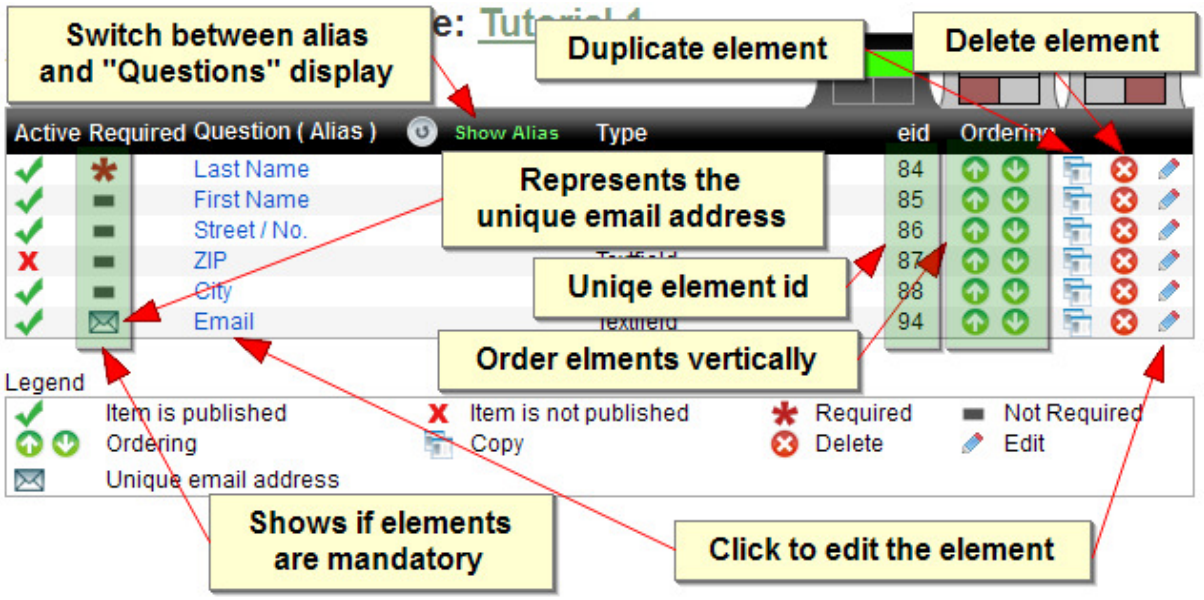

The first row shows if a form element is activated. If an element is not activated it will not used in the form. The second column displays if a field is mandatory or if it is the unique email address (Please read: 3.1.5.1). A form element can be edited by pressing the "Question"/"Alias" term or clicking on the edit icon (pen). The cross icon deletes, and the copy icon duplicates an element. By the ordering icons you can assign the vertical position of a form element within the position (slot). Changing the position needs to be done in the form element interface.
Please note the "eid" column which displays the unique id of an element. This id is important to know when coding dynamic JavaScript actions or customizing CCS for single elements.

Direct switching of certain options

The icons of the "active" and the "required" column are not only advices they are also switches. If you click the icon at the "active" column you can enable or disable a form element. The same applies for the "required" icons. If you click at a "required" icon you can make this element mandatory or obligatory.
This doesn't apply to HTML elements and the "unique email address".
At the heading of the "Question/Alias" column you can find a switch. This allows you to switch between element alias and question display. Proforms always automatically displays the field alias if a form element does not have a question.

In the next chapter you will see how form elements are structured and how you can customize the elements.

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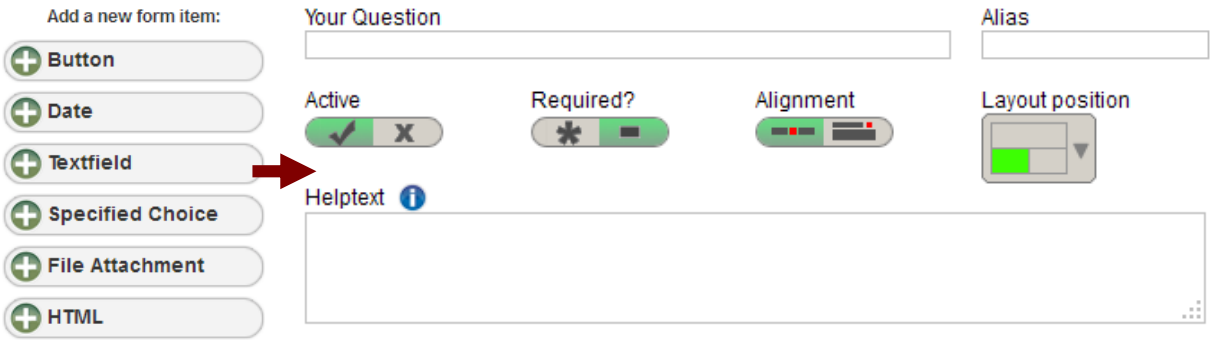
3.3.4. Form element groups and form elements



Proforms' form elements are partitioned in semantic form element groups.
This is because we believe that is "more natural" to transform an element within a semantic group contrary to e.g. a transformation between a text field and a drop down menu. By this way we don't run in danger that admins can do too much mistakes.
If you add or edit a form element / element group you have almost always the same header information to apply.

The recurring header (main) information mask:

In Proforms we use the analogy of "question" and "answer".
If you create a form you are asking (**question**) your user/customer for information and give him/her the opportunity to place and send information (**answer**) by form fields.

The question needs to be entered in the "Your Question" field.
At the right of the question field you can find the alias field.
Form element aliases are one of the most important features of Proforms.
We ask you to read the chapter 3.1.5.2 very well.
You can leave a question blank if you apply an alias.
This is intended to allow special layouts without question texts.

If you have activated help balloon tip usage (In Step1 – Read 3.3.2) you can enter the appropriate advice in the text area of "Helptext". This text will be displayed inside of the balloon tip when a frontend user hovers above the help icon.

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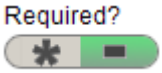
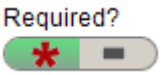
Is active

Is disabled

The active button enables or disables a form element.
If the form element is disabled it won't be used in any form or form function where the appropriate form template is included.
A form element is always activated by default.



Is obligatory



Is mandatory

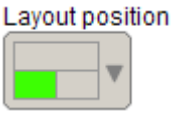
The "Required" switch determines if the field is mandatory or obligatory.
If the asterisk is red and wrapped green the field is mandatory.
If the dash is wrapped green the field is obligatory.
A form element is always obligatory by default.

Horizontal

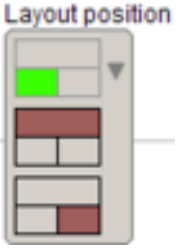
The alignment switch determines the arrangement of question and form element. An element is always arranged horizontally by default:

Vertical

You can set the arrangement to be vertical when switching to the state which is demonstrated by the image to the left.
If vertically aligned, the form element looks like this:



The position of a form element can only be set in the main (header) information mask. The current position is always displayed by an image-drop-down selector.
Please note that layout position assignment is only available for Proforms Advance!



If you hover above the selector it drops down with all selectable layout positions (slot). You need to click on the position icon where you like to place the form element. After saving, Proforms displays the form elements' table view of the layout position which has been selected before saving.

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3.3.4.1. "Button"

The screenshot above shows the individual input mask for the button group.
Buttons are simple dual information switches. This means they can have a state on/off, 1/0, Yes/No etc.
The button group includes two possible form elements.

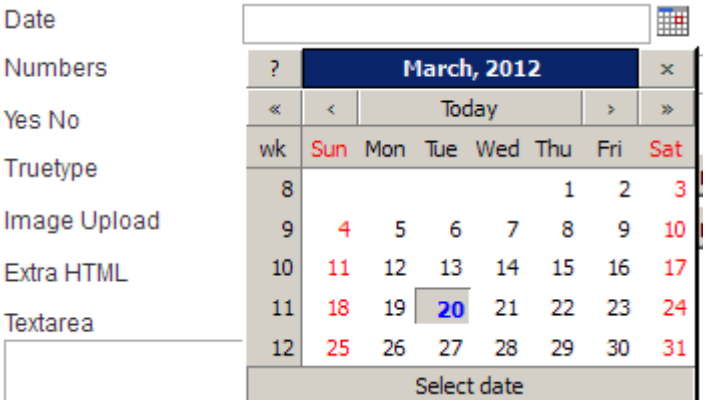
1.) A checkbox.
2.) A drop down menu with Yes or No.

You need to select the element by checking the appropriate radio button.
You can set the default value at "Initial Value".

Please note that an "Example" field just demonstrates how the form element looks like. It has no function.

3.3.4.2. "Date"

The date group exists out of only one form element.



The date element is a text field with a calendar button. If you click on the calendar button a calendar panel pops up. There you can choose a date which will be written into the text field.

The date text field can be limited in the width. If you leave this field blank the field will be automatically adjusted by the browser. The look of the view depends on Joomla's® template CSS (inheritance) and Proforms' CSS settings. If you like to apply a fixed width you can do this by writing something like: "250px" or "80%". The width needs to be applied under Visual Alignment > Width. (See screenshot below)

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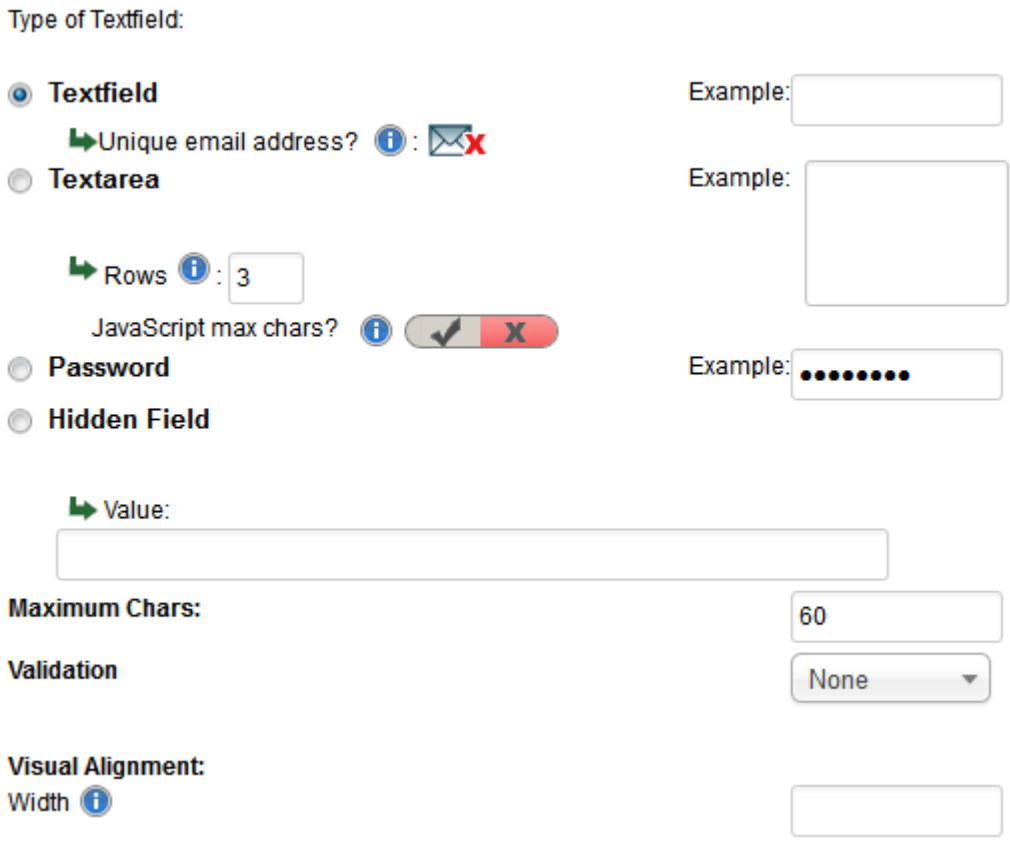
3.3.4.3. "Textfield" (Also including hidden field)



The text field group includes 4 possible form elements.
The text field group contains elements where the information needs to be applied by focusing the element and writing the information in plain text.

The hidden field element is the only exception!
We have put this field element into the text field group because it is still most closely related to this group. A hidden field doesn't allow any input at the frontend. You can just apply a (default) value at the backend.
A hidden field can also be used as "buffer" on special apps or if you do individual coding (JavaScript or PHP per PHP app). By coding you can e.g. do calculations and store the value in the hidden field.

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The element: "Textfield"

This is normal input field where you can enter text.

- You can apply a maximum character constraint. This must be an integer number. If you use e.g. 60 the field will not accept more than 60 characters. This number needs to be set in the field "Maximum Chars".
- You can apply a validation rule. (more information later)
- A text field can be assigned to be the "unique email address". **This is a very important feature!** Please read: 3.1.5.1 "The unique email address".

Please note that the unique email address feature only available for Proforms Advance!

The element: "Textarea"

"Textarea" is a text field with more than one row.
You can set the number of rows below the radio button of the "Textarea" in the "Rows" field.

- You can apply a character limitation for text areas just if you activate "JavaScript max chars". Thereby a JavaScript limits the count of characters and advices how many characters left (Below of the text area).
  The maximum amount of characters must be set in "Maximum Chars" field:

- You can apply a validation rule. (more information later)

Please note that the rows setting doesn't take effect if the HTML tag "textarea" is set to a fixed height by your Joomla® template's CSS.

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The element: "Password"

The password element is exactly the same as the "textfield" element except that every character is represented as a dot. The settings (adjustments) of a "textfield" element are also applying to password element.

The element: "Hidden Field"

The hidden field is a native HTML element. Unlike many assumptions this is not a text field which is turned off by styles or CSS. It is an HTML "input" tag with the type "hidden".
It is always not visible.
Below the radio button of the hidden field you can apply a default "value" for this element.

For what do I need a hidden field?

Primarily it is a placeholder for values which shall be added by JavaScript (e.g. calculations) or by an app (e.g. the PHP app) which needs a kind of "result field".
Some apps also use hidden fields for buffering results.

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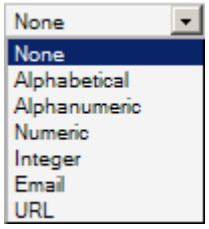
Validation



You can apply a validation rule to text fields, text areas and passwords. If the frontend users enters a non-valid format (s)he will be reminded when submitting the form that the appropriate field is not filled out correctly and the form submission will be cancelled.
Fields with validation rules which are containing flaws will be marked (default is red border) and will get a hover function which displays a balloon tip with an advice that the field doesn't match the desired format.

The available validation rules are:

- **Alphabetical**
  Value must contain only alphabetic characters and spaces. Please note that these are only standard Latin characters. If you are using a language which also contains special alphabetical characters don't use this rule.
  Example:
  Allowed: MadForMedia
  Not allowed: Mad4Media

- **Alphanumeric**
  The same as the alphabetical validation except that the value can also contain the numbers 0-9.
  Example:
  Allowed: Mad4Media
  Not allowed: Würstchen

- **Numeric**
  The value must be out of the numbers 0 – 9 and/or a point ".".
  Example:
  Allowed: 0.30939 or 123
  Not allowed: -0.30939 or 499 322

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- **Integer**
  The value must be a integer number.
  Example:
  Allowed: 123
  Not allowed: 0.4711 or 33 99

- **Email**
  The value must be a valid email address.
  Example:
  Allowed: myname@mydomain.com
  Not allowed: myname@mydomain.afictivetld

- **URL**
  The value must be a valid URL.
  Example:
  Allowed: mad4media.de
  Not allowed: mad4media.needssomeholiday

Please note that the validation function is only available for Proforms Advance.

Text fields, text areas and password fields can be limited in their width.
The width must be set in "Visual Alignment" > "Width":

If you leave this field blank the field will be automatically adjusted by the browser.
The look of the view depends on Joomla's® template CSS (inheritance) and Proforms' CSS settings. If you like to apply a fixed width you can do this by writing something like: "250px" or "80%".

Please note that an "Example" field just demonstrates how the form element looks like. It has no function!

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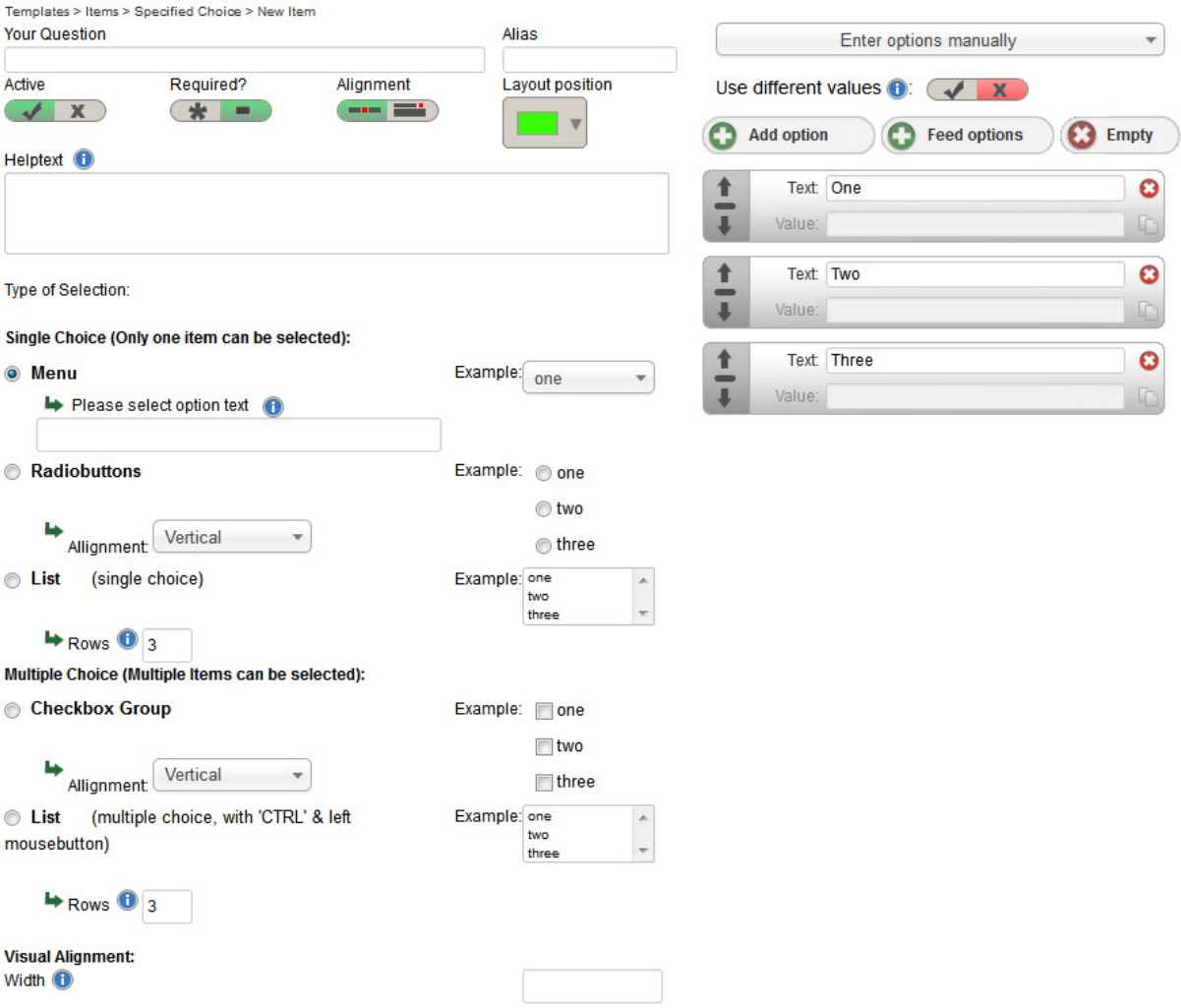
3.3.4.4. "Specified Choice"



"Specified Choice" means that you (the admin) specify options from which the frontend user can choose one or more. The input mask for this Element group is split in two columns. At the left side you can apply the main settings. At the right side you need to apply the options.

The "Specified Choice" group contains 5 form elements. Those 5 elements are sub divided in single choice elements and multiple choice elements.

The frontend user can pick only one option for single choice elements. If using a multiple choice element the frontend user is able to choose multiple options.

Since Proforms version 1.3 we have improved this feature significantly. The options can be added manually, generated out of lists or generated out of SQL queries.

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Form element: "Menu"

The menu element is a drop down selection field. The standard not-selected text is "Please select". You can also apply a custom text by using the field "Please select option text".

Form element: "Radiobuttons"

Radio buttons are round tick boxes. Radio buttons are always single choice elements. This means you can choose only one radio box. If you click on another one the former selected radio box loses the activated state.
Below of the "Radiobuttons" selection is an option dropdown field where you can select if the radio buttons shall be aligned vertically (default) or horizontally.

Form element: "List" (single choice)

Actually a list (single and multiple choices) and a "menu" are the same HTML form elements. They are all a "SELECT" tags. The difference between a "menu" and a "list" are the displayed rows. If select has only one row it becomes a drop down selection.
A list element selection has a "Rows" field below where you can apply how many rows the list shall have. If you set up only one row the list will become a "menu".
The single choice list allows to select of only one option.

Form element: "Checkbox Group"

The checkbox group element is a multiple choice element. The options will be displayed as checkboxes with labels. With the alignment dropdown which is below the checkbox group element selection you can set up if you want to align them vertically (default) or horizontally.

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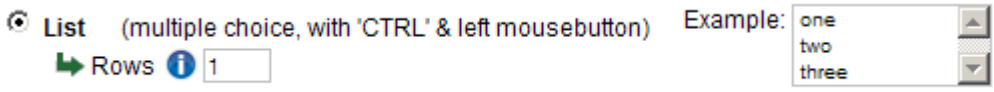
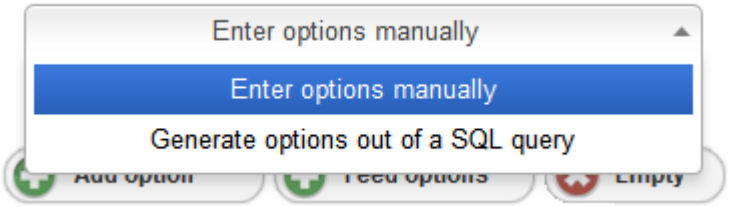
Form element: "List" (multiple choice)



The multiple choice list is the same as the "single choice list" except that you can select multiple options by pushing the 'CTRL' key on your keyboard and selecting the options with the left mouse button.

Selecting the type how you like to generate options (new to version 1.3)



You have the opportunity for entering options manually (includes also generating them from a list) or generating them out of SQL queries (recommended only for advanced users with SQL knowledge). Depending on your selection the users interface at the right side changes.

Applying options by entering them manually.

Proforms has a rich web 2.0 option interface. An option consists of a text and a value.
The text is the information which the frontend user can see and select. The value is the information which will be sent.
By default the value is the same as the text. You can activate "Use different values" and you will be able to use differing values. Below you can see an example. If you don't use differing values and a user chooses "One" the value which will submitted and you will get is "One". If you use differing values as demonstrated below the value "1" will be sent.

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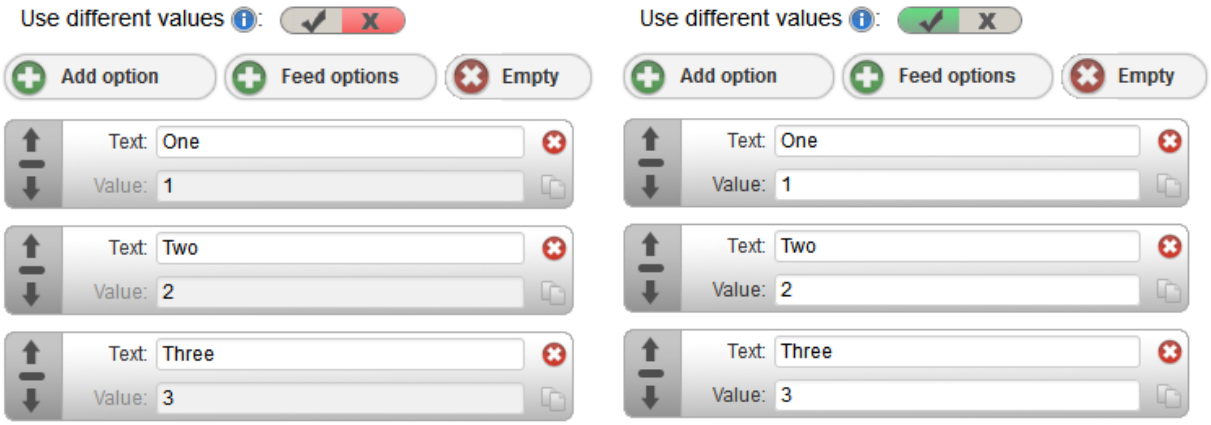
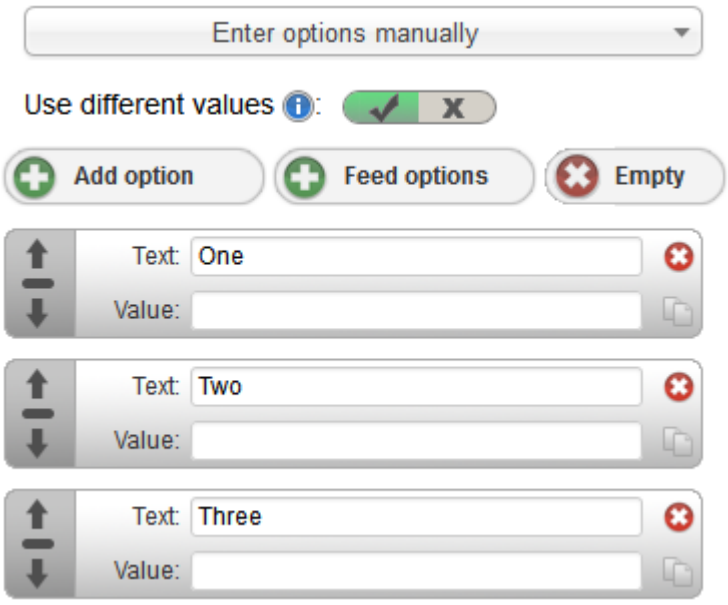


If "Use different values" is turned off the fields for setting values are disabled and will not be used even if there has been set a value before.



The most common mistake admins do is demonstrated in the screenshot to the left.
"Use different values" is enabled and no differing values are set.
This means that every option has an empty value.
Whatever a frontend user selects; the admin will always get an empty value as result.

You can add a new option by clicking the "Add option" button. Then a new option container will be added at the end of all options.
You can also use the copy button of an option container. This duplicates the option and adds the copy beneath the original. The cross button does remove an option.
An option container can easily be ordered via drag and drop.

You can also assign a fixed width for "Specified Choice" elements (For all).
The width must be set in "Visual Alignment" > "Width":

If you leave this field blank the field will be automatically adjusted by the browser.

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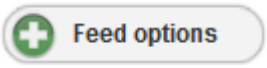
The look of the view depends on Joomla's® template CSS (inheritance) and Proforms' CSS settings. If you like to apply a fixed width you can do this by writing something like: "250px" or "80%".

Please note that an "Example" field just demonstrates how the form element looks like. It has no function!

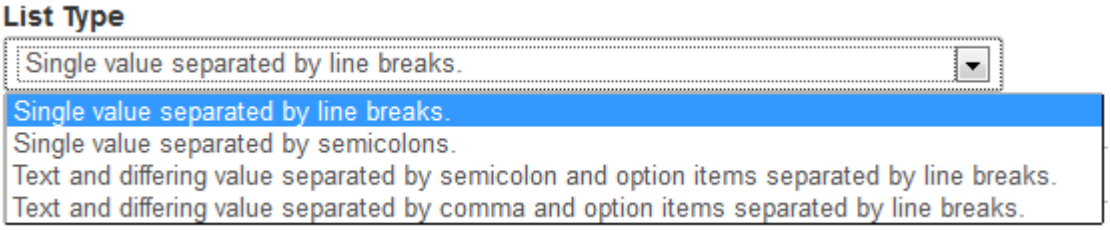
Applying options by generating them out of lists.



If you hit the button "Feed options" a popup window appears.

What you can do by this feature is just "copy and paste" a list into the given "List" area and let generate options out of this list. First you need to choose the "Adding Type". Means you can replace existing options or add the new options. You just need to assign "Add" or "Replace" in the "Adding Type" dropdown. Default is "Add".

Now you have to assign the "List Type". The list type declares the structure of your list and parses the list based on this information.


List Type
Single value separated by line breaks.
Single value separated by line breaks.
Single value separated by semicolons.
Text and differing value separated by semicolon and option items separated by line breaks.
Text and differing value separated by comma and option items separated by line breaks.

We have prepared 4 structures for parsing which will help you for easily copy and pasting lists.

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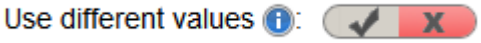
➔ Default structure "Single value separated by line breaks"

This is the structure of a simple list. The options text equals the option value.
All option items of the list must be separated by line breaks:

Example:

```
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
```

If you parse like this "Use different values" should be switched off:



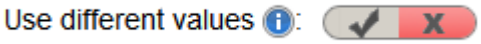
➔ Structure: "Single value separated by semicolons"

This is also a structure of a simple list but the option items are separated by semicolons.

Example:

```
Monday;Tuesday;Wednesday;Thursday;Friday;Saturday;Sunday
```

If you parse like this "Use different values" should be switched off:



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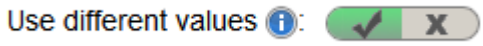
➔ Structure: "Text and differing value separated by semicolons and option items separated by line breaks"

This is intended for copy and paste of semicolon-separated CSV lists.
The option text is differing to the option value. The option text comes first, a semicolon next and then the option value. This is the data of one option. All options are separated by line breaks.

Example:

```
Monday;MO
Tuesday;TU
Wednesday;WE
Thursday;TH
Friday;FR
Saturday;SA
Sunday;SU
```

If you parse like this "Use different values" MUST be switched on:



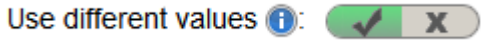
➔ Structure: "Text and differing value separated by commas and option items separated by line breaks"

This is the same as the structure above but separated by commas. It is intended for comma-separated CSV lists.

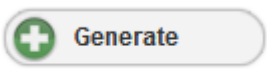
Example:

```
Monday,MO
Tuesday,TU
Wednesday,WE
Thursday,TH
Friday,FR
Saturday,SA
Sunday,SU
```

If you parse like this "Use different values" MUST be switched on:



Generating the options.



By clicking the "Generate" button Proforms parses the list and adds (or replaces) the options.

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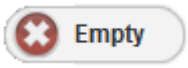
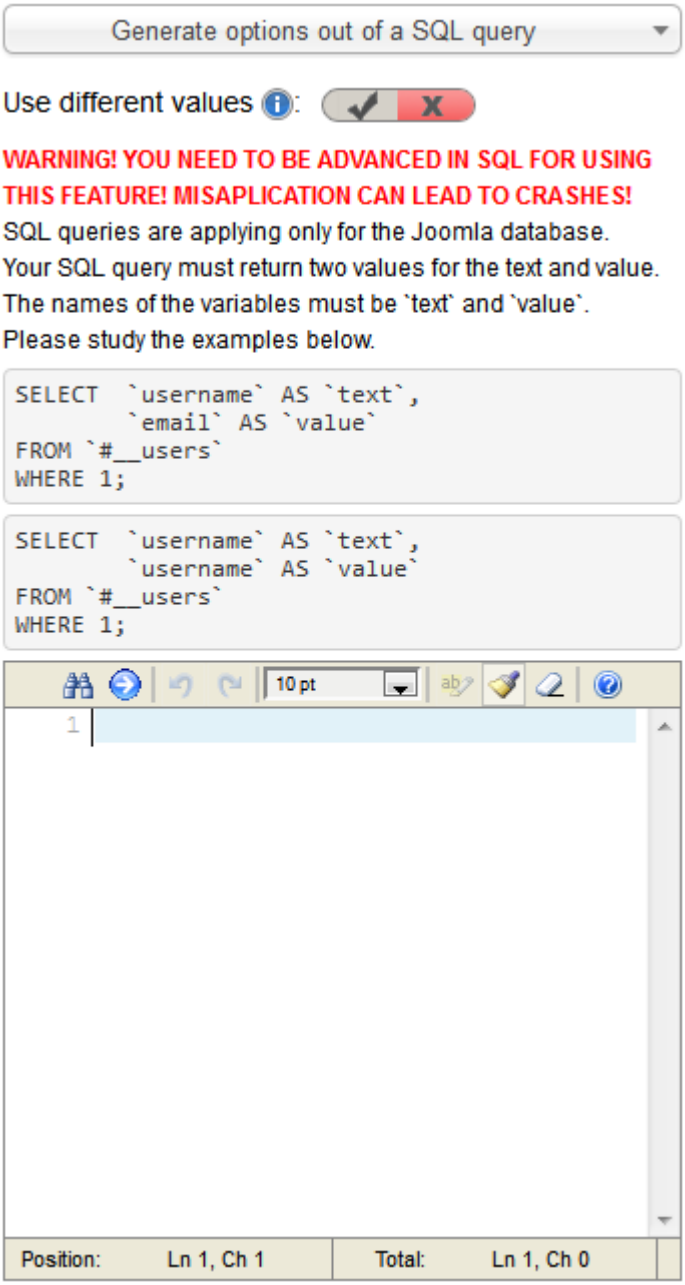
The "Empty" button.



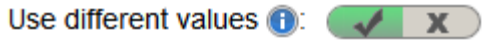
This function removes all options.
By clicking the "Empty" button you will be asked if you really want to delete all options.
If you confirm, all options will be removed.
Please note that there is no opportunity for "undo" if once deleted.

Applying options by generating them out of a SQL query.


Generate options out of a SQL query
Use different values:
WARNING! YOU NEED TO BE ADVANCED IN SQL FOR USING THIS FEATURE! MISAPLICATION CAN LEAD TO CRASHES!
SQL queries are applying only for the Joomla database.
Your SQL query must return two values for the text and value.
The names of the variables must be `text` and `value`.
Please study the examples below.
SELECT `username` AS `text`, `email` AS `value` FROM `#__users` WHERE 1;
SELECT `username` AS `text`, `username` AS `value` FROM `#__users` WHERE 1;
10 pt
1
Position: Ln 1, Ch 1
Total: Ln 1, Ch 0

If you select "Generate options out of a SQL query" a new user-interface will appear at the right.
Here you can use a SQL query for generating the options.
We need two values for option-text and option-value.
The field names must always be `text` for the option-text and `value` for the option-value.
If you are using text = value you just need to return `text`. Otherwise `text` and `value`. Please see also the examples at the left screenshot.
These examples returning specific values of Joomla's user tables. You can also use db table prefix placeholders. The db table prefix placeholder is always `#__`.

If you are using differing option values please check if you have enabled "Use different values".



Please don't use this function if you are not advanced in SQL.
Misapplication can lead to crashes!

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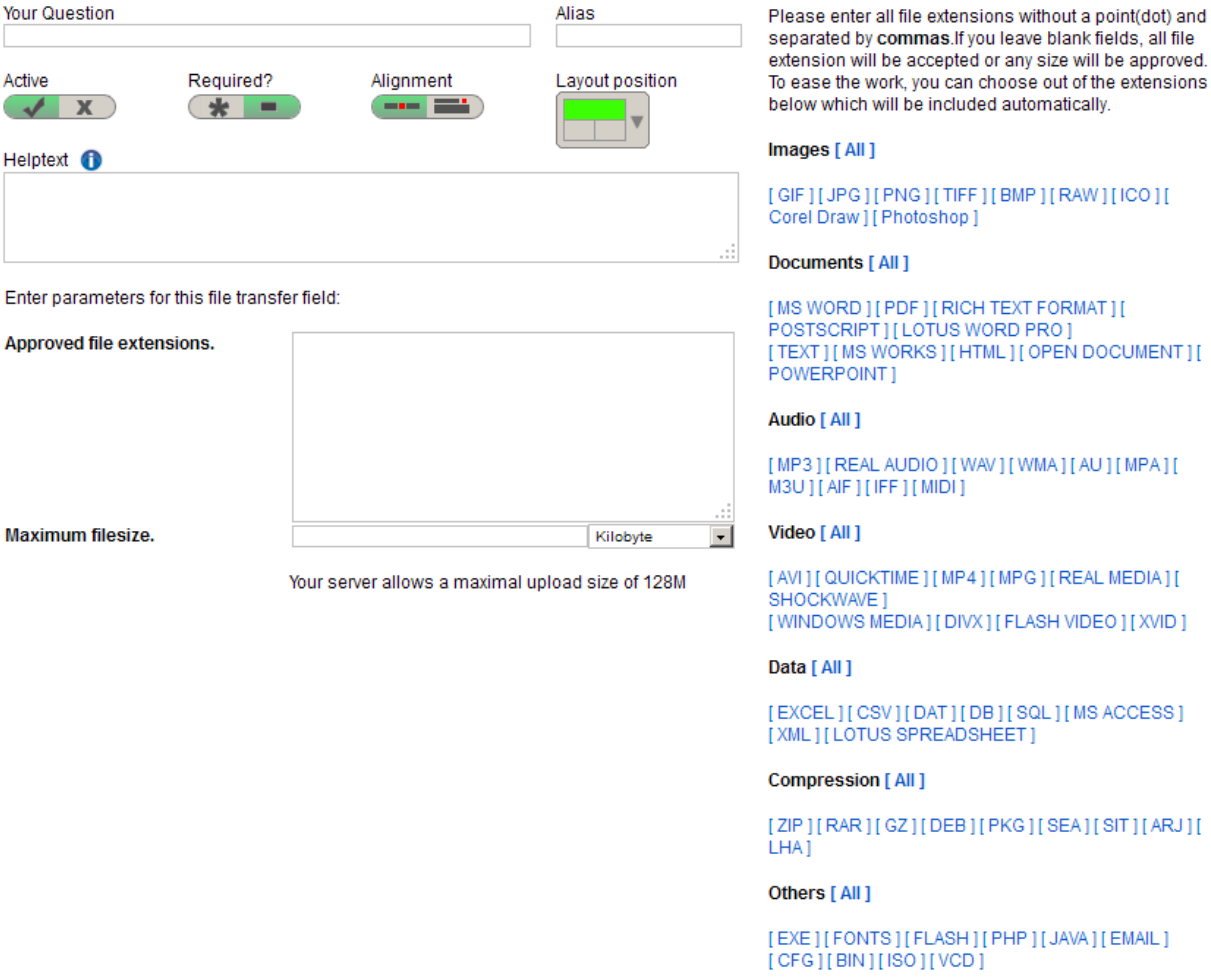
3.3.4.5. "File Attachment"


Your Question
Alias
Active
Required?
Alignment
Layout position
Helptext
Enter parameters for this file transfer field:
Approved file extensions.
Maximum filesize.
Kilobyte
Your server allows a maximal upload size of 128M
Please enter all file extensions without a point(dot) and separated by commas.If you leave blank fields, all file extension will be accepted or any size will be approved. To ease the work, you can choose out of the extensions below which will be included automatically.
Images [All]
[GIF] [JPG] [PNG] [TIFF] [BMP] [RAW] [ICO] [Corel Draw] [Photoshop]
Documents [All]
[MS WORD] [PDF] [RICH TEXT FORMAT] [POSTSCRIPT] [LOTUS WORD PRO] [TEXT] [MS WORKS] [HTML] [OPEN DOCUMENT] [POWERPOINT]
Audio [All]
[MP3] [REAL AUDIO] [WAV] [WMA] [AU] [MPA] [M3U] [AIF] [IFF] [MIDI]
Video [All]
[AVI] [QUICKTIME] [MP4] [MPG] [REAL MEDIA] [SHOCKWAVE] [WINDOWS MEDIA] [DIVX] [FLASH VIDEO] [XVID]
Data [All]
[EXCEL] [CSV] [DAT] [DB] [SQL] [MS ACCESS] [XML] [LOTUS SPREADSHEET]
Compression [All]
[ZIP] [RAR] [GZ] [DEB] [PKG] [SEA] [SIT] [ARJ] [LHA]
Others [All]
[EXE] [FONTS] [FLASH] [PHP] [JAVA] [EMAIL] [CFG] [BIN] [ISO] [VCD]

The term "File Attachment" is based on the roots of Proforms.
Proforms is a fork of Mad4Joomla Mailforms. Mailforms (As the name implies) doesn't store uploads. It just sends them as email attachments. Based on the state of the art, "File Attachment" must be called "File Upload" nowadays.
Proforms uses a normal HTML upload field for uploads.
You have the opportunity to limit uploads to specific file types (file extensions).
You need to apply the allowed file extension at the text area "Approved file extensions".
The file extensions may not begin with a dot. E.g. `'.png'` is wrong, `'png'` is right!
The extensions must be separated by a comma. You can also click at the right side on the predefined "extension bundles". If you click on one bundle the appropriate extension(s) will automatically added to the text area.

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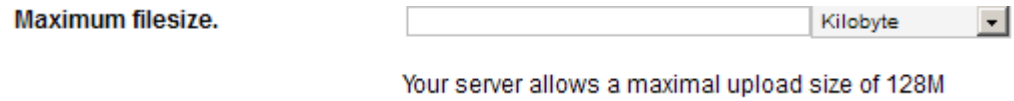

At the field "Maximum filesize" you can set up the maximum allowed size for the upload. The dropdown to the right of the file size field does set up the unit. Below; Proforms shows the server parameter 'upload_max_filesize' which determines the maximum allowed size of all uploads.

Important notice about sizes with respect to upload issues

Many users ask us why uploads aren't sent? It is almost always about the same issues at installations as described in 2.2. **If you have problems, read 2.2 first.**

Please note that if your server allows you a max upload size of 5 MB that this is related to the **SUM** of all uploads. It is OK if you set up one upload field with maximum 2 MB. The maximum upload size will never be exceeded. But if you have 5 upload fields with 2 MB limit, the maximum size will be exceeded if the frontend user uploads at least 3 – 2MB files!

Please also check if the folder: `components/com_proforms/tmp`
Is writable and has the mode 0755. Your server must allow you to create folders, delete folders and files and move files.

If you have enabled database storage, all uploaded files will be permanently stored at the same folder. An encrypted sub folder will be created and the uploaded files will be moved to this sub folder. You can obtain/download the uploaded files via the records manager.

Another reason why email sending with attachments fails is based on the email server. Depending on what email method is used at your Joomla® a maximum allowed size for attachments can be exceeded which leads to abortion of the email transfer.
We recommend setting up SMTP connection.

At last one of the common problems is the exceeding of allowed time.
This can be the maximum execution time or any other time limits as described in 2.2.

Frontend view of upload fields.

Please note that upload fields are especially protected HTML elements of browsers.
The frontend view differs from browser to browser. You cannot set up the width of the upload field!

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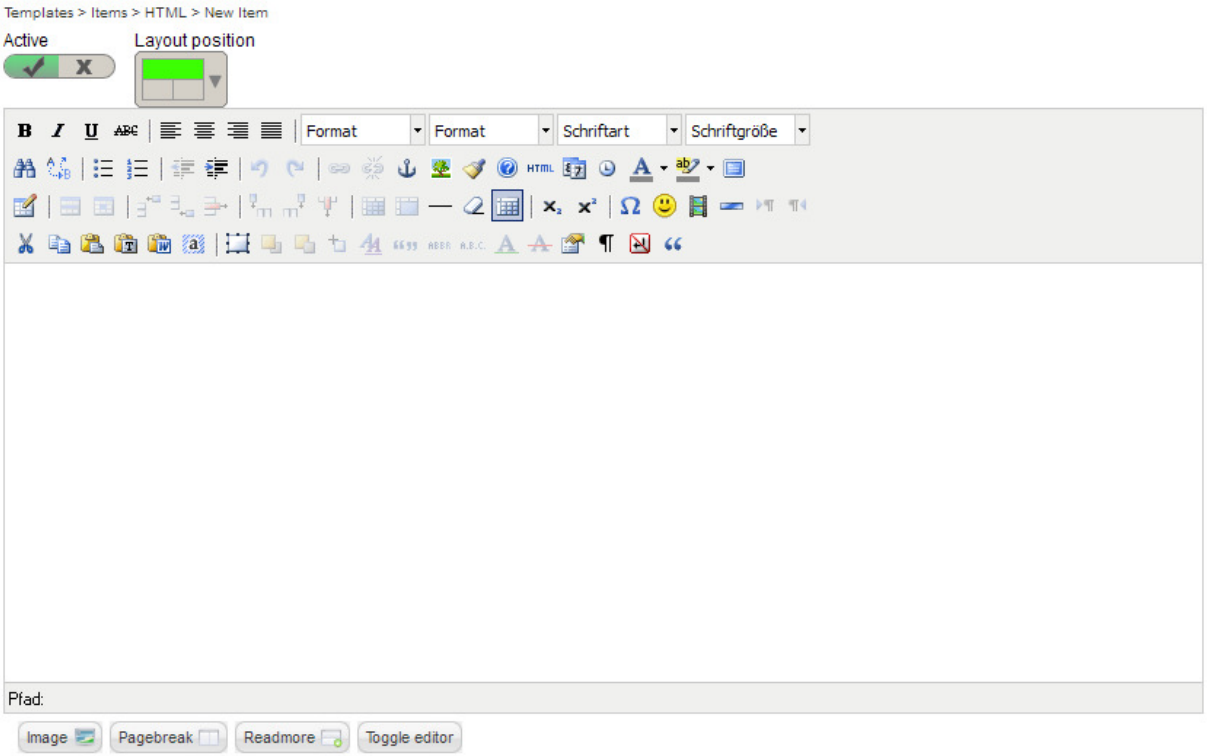
3.3.4.6. "HTML"



The HTML element is intended to place custom HTML elements between the form elements. The HTML element itself is not a form field. It just places information.
This is why it has no question and alias fields, an alignment and required function or a help text.

As already mentioned form elements are embedded in HTML tables with 2 or 3 columns (depends on whether help text balloon usage is enabled or not).

HTML elements are using only one column at a row. Means the width of the HTML element is over the same range as for the 2 or 3 columns of a normal form element.

Question		
HTML GOES OVER THE WHOLE RANGE OF THE THREE COLUMNS ABOVE!		

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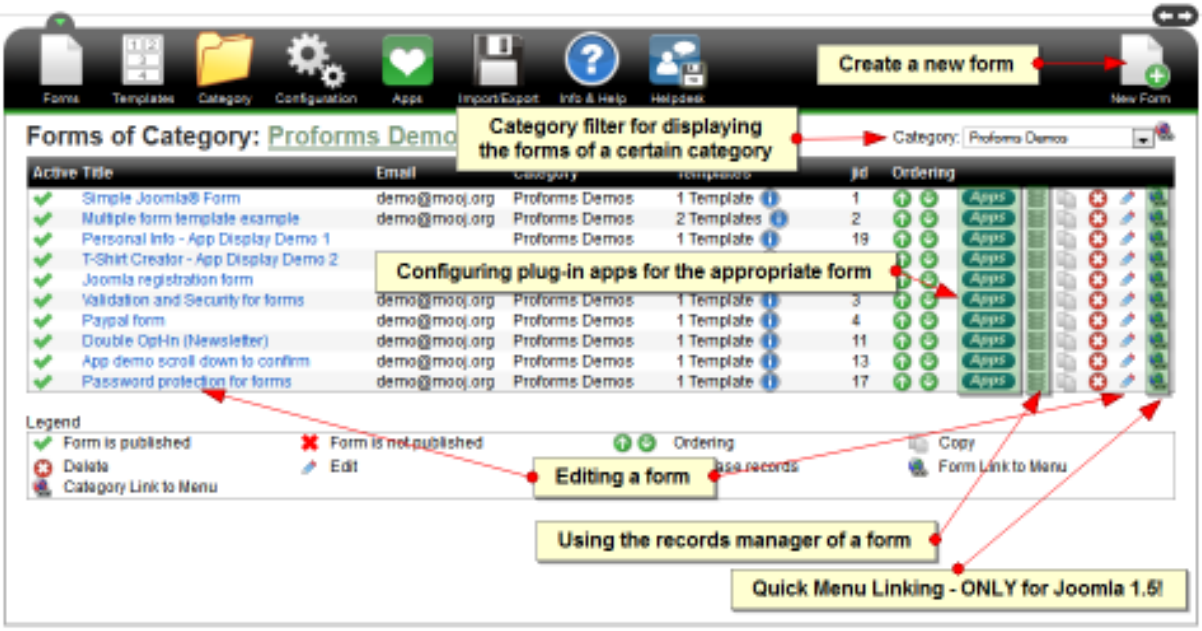
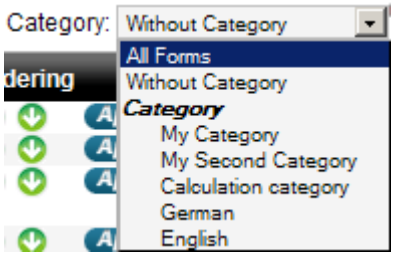
3.4. Forms


Create a new form
Category filter for displaying the forms of a certain category
Configuring plug-in apps for the appropriate form
Editing a form
Using the records manager of a form
Quick Menu Linking - ONLY for Joomla 1.5!

If you click on "Forms" at the top menu of Proforms' admin panel; the forms overview will be opened. The forms overview panel displays a list of available forms in the table view.



By default all forms are listed. With the category filter you can delimit the display of forms to a certain category. In addition to your own categories there is a pseudo category: "Without Category". If this is selected all forms will be listed which don't belong to a category.

The table view includes such as for other table views priority information and action buttons per item (form). A row is sub divided in the columns:

- **"Active"**
  Indicates whether the form is enabled or disabled.
  This not only an advice but also a switch when clicked.
- **"Title"**
  The title of your form. If you click on the title you can edit the appropriate form.
- **"Email"**
  The email address(es) which are applied especially to a certain form.
  If the form email address is blank the address(es) of the category or the main address of the configuration will be used instead.

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- **"Category"**
  The category which the form belongs to. If no category is applied an advice "Without category" is displayed.
- **"Templates"**
  The number of form templates which are assigned to the form.
  If you hover above the info icon the form templates will be displayed with their names inside of a balloon tip.
- **"jid"**
  The unique id of a form. This is very important information, if you like to display forms inside of articles by using the form in content plug-in or like to use the multilanguage plug-in.
- **"Apps"**
  If you click on the apps button you will be redirected to the app assigning and adjusting interface for the appropriate form. More about apps later.
- **The records manager button's column.**
  If you have enabled database storage you can view and edit the storages with the records manager. If you click the database icon you will be redirected to records manager interface. This interface also includes functions for exporting of records to XLS and CSV or to send mass mails to the record's email addresses.
  More about the records manager later.
  Please note that this function is only available for Proforms Advance.
- **The copy button's column.**
  Clicking on the copy button of a form duplicates the form.
  Please note that you probably need to reset some parameters for the duplicated form.
- **The delete button's column.**
  By clicking you can delete the appropriate form.
- **The edit button's column.**
  By clicking you can edit the appropriate form.
  This is the same as clicking on the title.
- **"Quick Menu Links" button's column.**
  This is available only for Joomla® 1.5. By clicking you can directly link the appropriate form to a menu. For Joomla® 1.6 – 2.5 we removed this function out of standardization matters. Menu linking goes by the native Joomla® menu manager. The native menu linking is also available for Joomla® 1.5.

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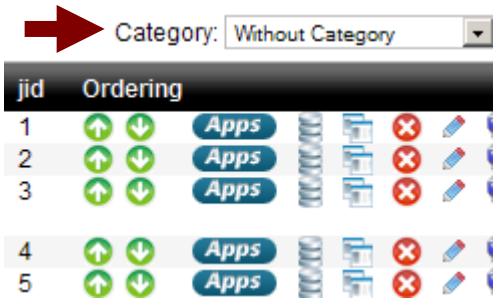
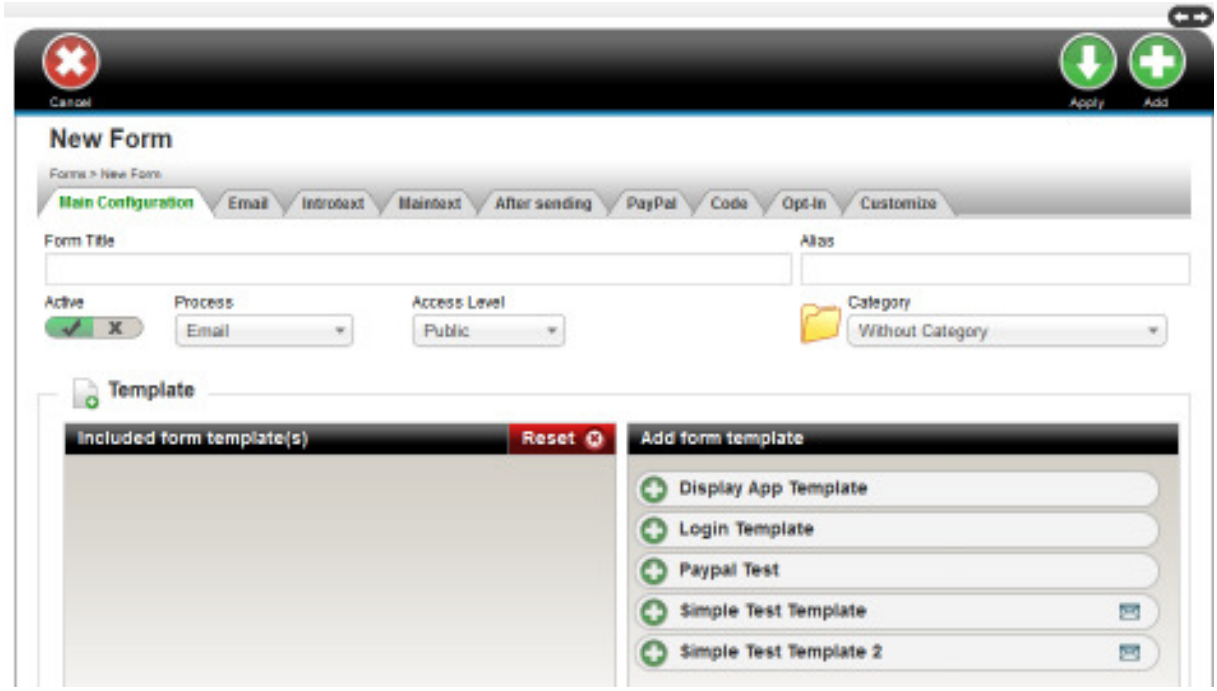
Extra column when the category filter is used:



If you view the form listing for all forms you will not be able to sort the forms. If you select a category filter (including the pseudo category "Without Category") you can order the form with the ordering buttons for the selected category. This is important if you like to use the frontend form listing view of a certain category.

If you edit or create a form you will be redirected to the form creation/editing interface.



The screenshot above displays the opening mask when creating a new form.
In the following sub chapters you will be informed of each tab and its functions.

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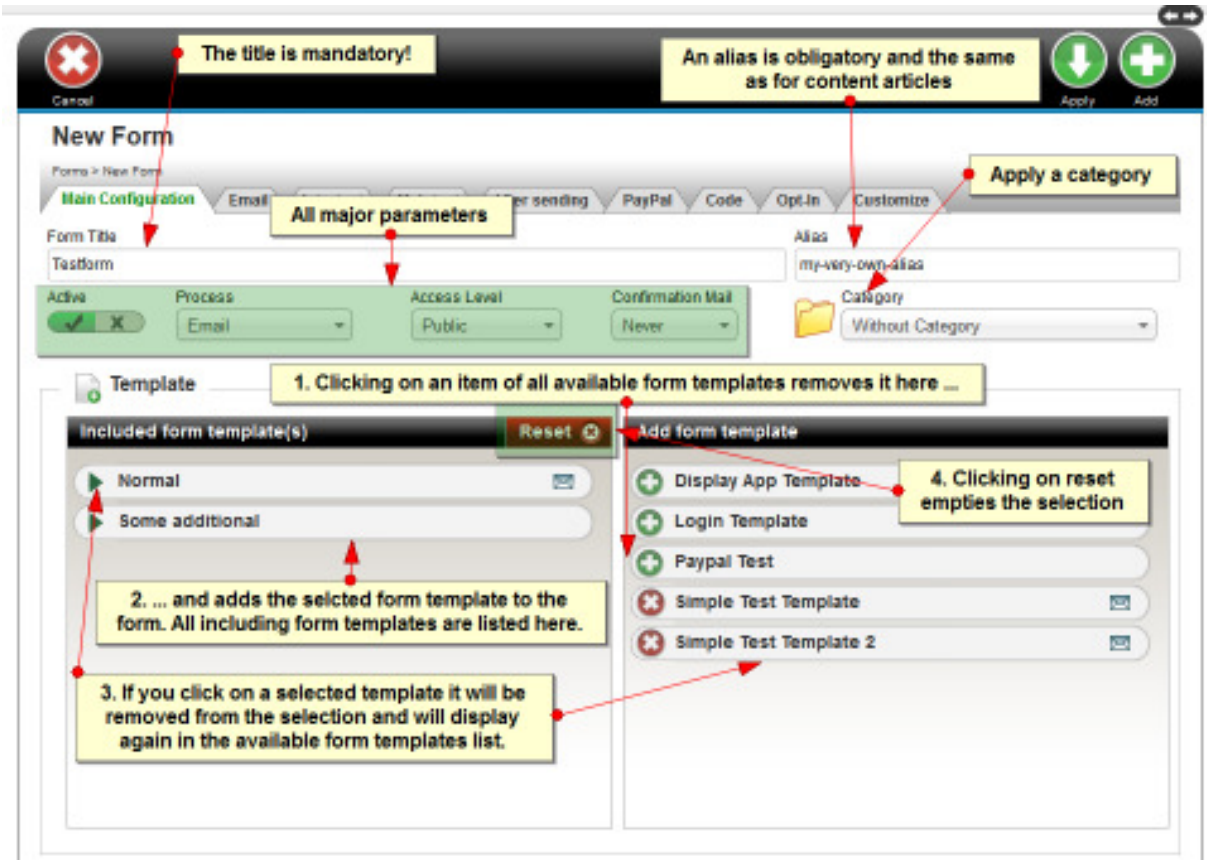
3.4.1. "Main Configuration" - Applying templates & setting main options



At the first tab "Main Configuration" all major settings are made.

Please note that the captcha switching button has moved to the "Customize" tab since Proforms version 1.3!

1.) **Set a form title.**

The form title is mandatory and cannot be left blank.

2.) **Set an alias.**

The alias is obligatory and the same as for content articles.

Primarily it is used for SEF if you like to use custom URL's.

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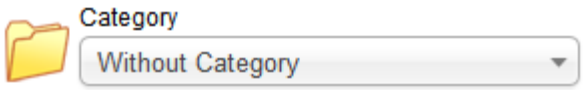
3.) **Set category.**

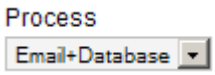


If you like to assign the form to a category you can do this by the category drop down. This is set to "Without Category" by default which means no assignment.

4.) **"Active"**

The active switch enables or disables the form.

5.) **"Process"**



The process drop-down assigns the processing method.
You have three processing options:

➔ **Email**: Submissions are sent only by email.

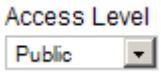
➔ **Database**: Submissions are only written into Proforms' very own database.

➔ **Email+Database**: Submissions are sent via email and written to the database.

More about database storage later.

Please note that Proforms Basic only supports processing by the email method!

6.) **"Access Level"**



Determines which user group may use the form.

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7.) **"Confirmation Mail"**

The confirmation email drop-down appears ONLY if you have assigned a form template with the unique email address. (Please also read: 3.1.5.1).

If there is no form template assigned with unique email address; the "Confirmation Mail" drop-down **is not visible**.

The confirmation email option determines if and how you like to send a confirmation email to the submitting user.

You have three opportunities:

➔ **Never**: No confirmation email will be sent to the customer but (your) the admin email will include the submitter's email address as reply address.

Means you can click on reply at your email client for writing reply emails.

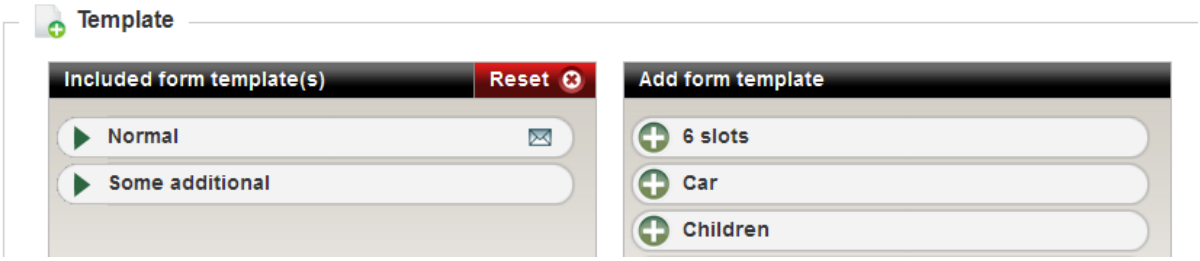
➔ **Ever**: The submitter will always get confirmation email.

➔ **Ask**: The frontend user will be asked at the end of a form whether (s)he likes to achieve a confirmation email:

Form
If you activate this checkbox; you will obtain a confirmation email of the submitted data.
ed information.
r e-mail address *
Please send me a confirmation.

Please note that this function is only available for Proforms Advance!

8.) **"Template"**



For applying templates there is web 2.0 function which works as follows:

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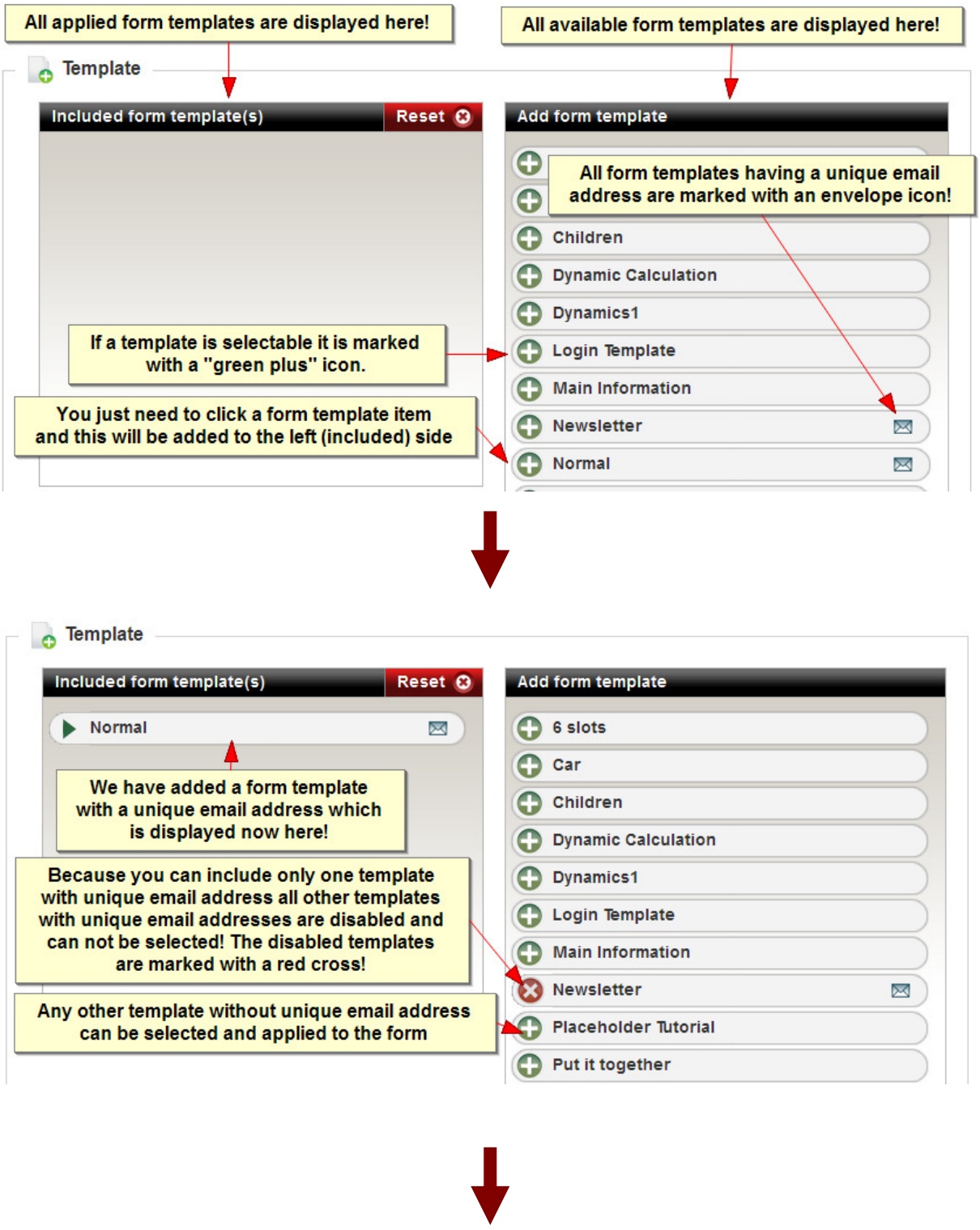
Form template selecting or deselecting.


All applied form templates are displayed here!
All available form templates are displayed here!
Template
Included form template(s)
Reset
Add form template
All form templates having a unique email address are marked with an envelope icon!
Children
Dynamic Calculation
Dynamics1
If a template is selectable it is marked with a "green plus" icon.
Login Template
Main Information
You just need to click a form template item and this will be added to the left (included) side
Newsletter
Normal
Template
Included form template(s)
Reset
Add form template
Normal
6 slots
Car
Children
We have added a form template with a unique email address which is displayed now here!
Dynamic Calculation
Dynamics1
Because you can include only one template with unique email address all other templates with unique email addresses are disabled and can not be selected! The disabled templates are marked with a red cross!
Login Template
Main Information
Newsletter
Any other template without unique email address can be selected and applied to the form
Placeholder Tutorial
Put it together

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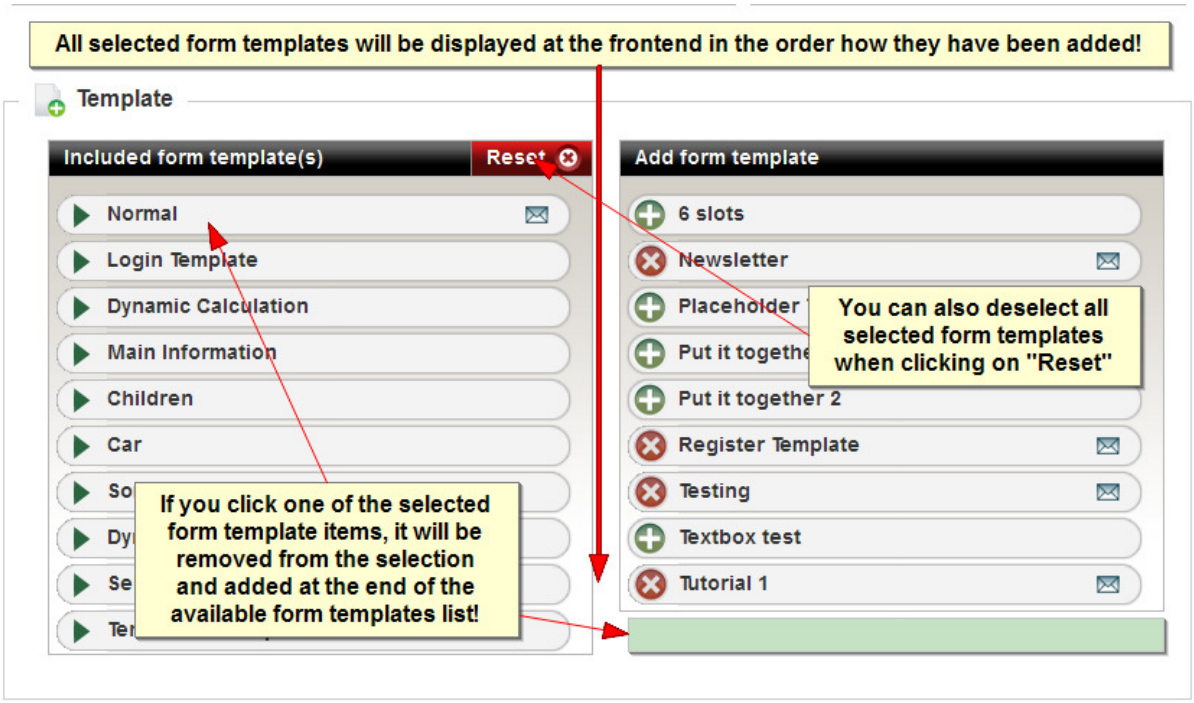
All selected form templates will be displayed at the frontend in the order how they have been added!
Template
Included form template(s)
Reset
Normal
Login Template
Dynamic Calculation
Main Information
Children
Car
Add form template
6 slots
Newsletter
Placeholder
Put it togethe
Put it together 2
Register Template
Testing
Textbox test
Tutorial 1
You can also deselect all selected form templates when clicking on "Reset"
If you click one of the selected form template items, it will be removed from the selection and added at the end of the available form templates list!

Please note that you can apply only one form template for Proforms Basic!

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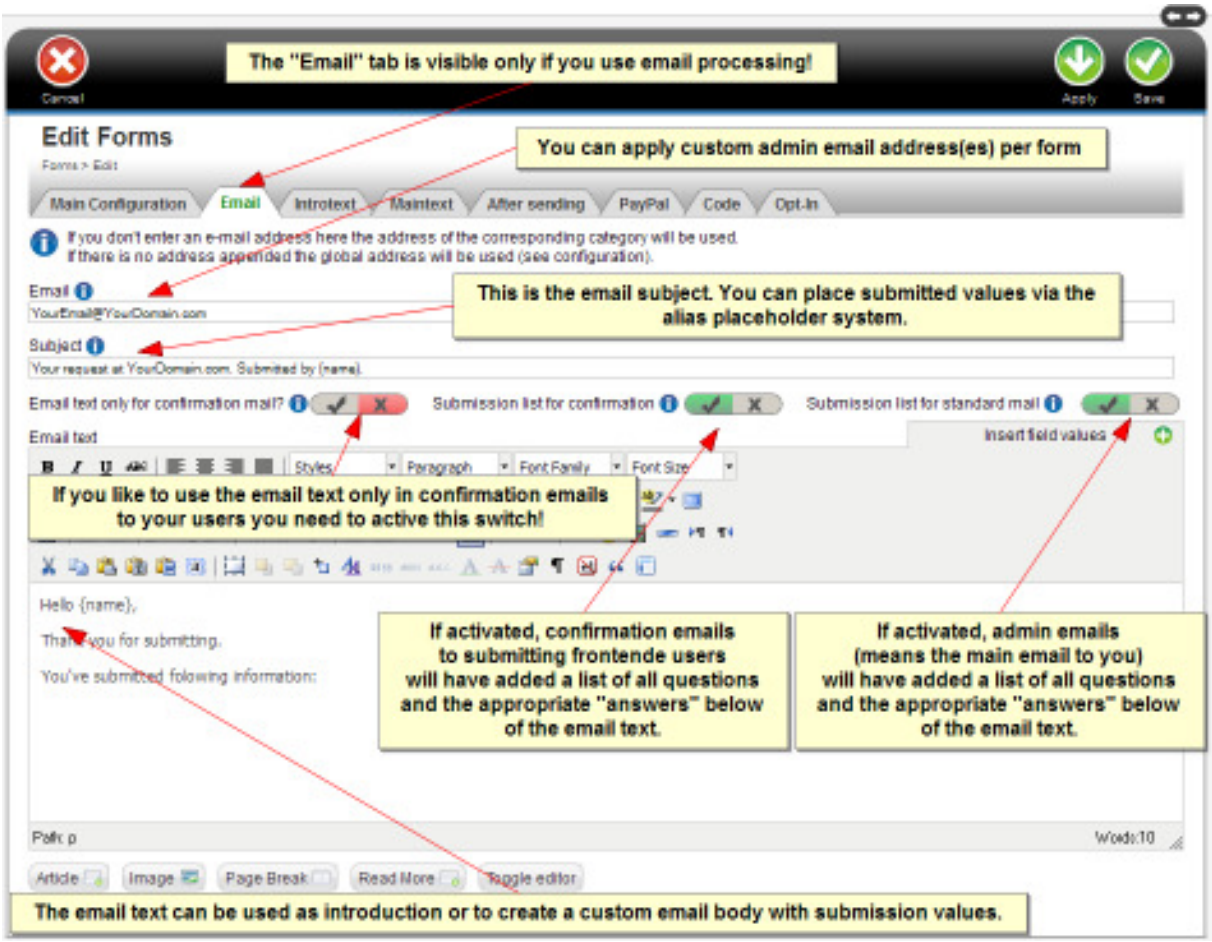
3.4.2. "Email" – Setting the email parameters

Please note that the email tab will only appear if email usage is enabled at the process drop-down!


The "Email" tab is visible only if you use email processing!
Edit Forms
You can apply custom admin email address(es) per form
Main Configuration
Email
Introtext
Maintext
After sending
PayPal
Code
Opt-In
This is the email subject. You can place submitted values via the alias placeholder system.
Email text only for confirmation mail?
Submission list for confirmation
Submission list for standard mail
Email text
Insert field values
If you like to use the email text only in confirmation emails to your users you need to active this switch!
If activated, confirmation emails to submitting frontende users will have added a list of all questions and the appropriate "answers" below of the email text.
If activated, admin emails (means the main email to you) will have added a list of all questions and the appropriate "answers" below of the email text.
Hello {name},
Thank you for submitting.
You've submitted following information:
Article
Image
Page Break
Read More
Toggle editor
The email text can be used as introduction or to create a custom email body with submission values.

Please note that this is a screenshot of Proforms version 1.2 (Missing the "Customize" tab)

The email tab provides the mask for all necessary email parameters. The tab only appears if you use email processing. You can set up the email parameters as follows:.

1. **"Email"**

   This is the email address(es) where the admin (to yourself) emails shall be sent.
   You can enter a custom email address(es) which applies only to the form you are creating / editing. You can also leave this field blank and the email address(es) of the category or the main email address will be used instead. (Read also 3.1.3)
   You can use multiple email addresses by separating them by commas or semicolons. You just need to take care which notation you are using at Joomla® 1.5 systems. Means you need to know what is allowed by your email server (comma or semicolon, but never both together). For Joomla® 1.6 – 2.5 it is regardless if you use commas or semicolons.

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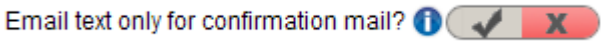
2. **"Subject"**

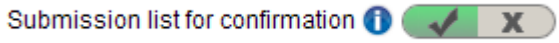
This is the email subject. It will be used in admin emails and in confirmation emails as well. If you have applied form element aliases you can use the alias placeholder system to place submission values in the email subject such "name" ➔ `{name}`.

3. **"Email text only for confirmation mail?"**



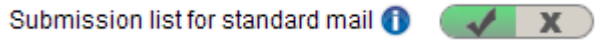
This switch is set to 'off' by default. If this is enabled only the confirmation email will include the email text and the admin email will not.
The email text is displayed always at the top of an email.
This function is made to interact with the following options to provide an opportunity to send a customized confirmation email and a standard submission list for the admin email.
Please note that this option is only available for Proforms Advance!

4. **"Submission list for confirmation"**



This switch is set to 'on' by default. If activated the confirmation email includes a submissions list at the end of the email. The submission list is a table listing of all form elements (But not HTML fields) with all the questions at the left column and the appropriate submission value at the right column.
Please note that this option is only available for Proforms Advance!

5. **"Submission list for standard mail"**



This switch is set to 'on' by default. It has the same functionality as for the "Submission list for confirmation" option except that it affects the admin email.

6. **"Email text"**

The email text has to be entered via a Joomla's ® WYSIWYG editor. If you are using 'only text' emails toggle the editor off. You can place submission values and system values with the alias placeholder system (Please read: 3.1.5.2).

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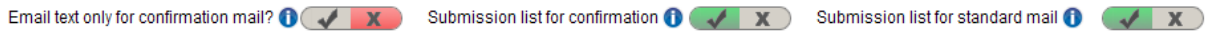
About the email text

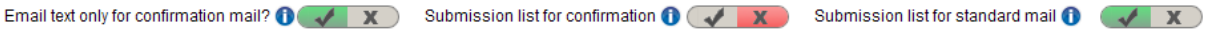
As already mentioned you should toggle the editor off when using 'only text' emails.
The email text is always at the top of an email. If there following submission lists they are arranged below of the email text. If the email text usage is turned off for admin emails you will only see the submission list in admin emails.
If you leave the email text blank you will only see the submission lists if activated.

Here are some case studies for common email option usage:

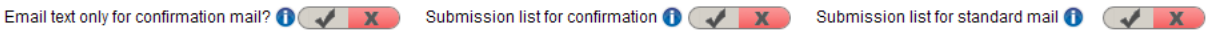
I want that the submissions are listed automatically.
Just leave the email text blank and use this option constellation:



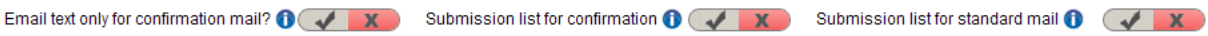
I need a customized confirmation email and an admin email which only includes the automatically generated submission listing.
Create the custom email text by using the alias placeholder system (Please read: 3.1.5.2).
Set the option constellation as follows:

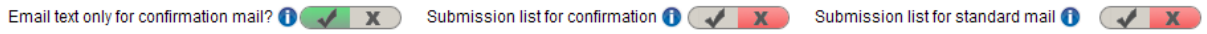


I want that confirmation and admin email shall be customized and no submission listing is included.
Create the custom email text by using the alias placeholder system (Please read: 3.1.5.2).
Set the option constellation as follows:



Attention!
Many users think that Proforms is not sending emails because they get only blank emails. This happens often when admins forget to enter an email text and has applied constellations such these:





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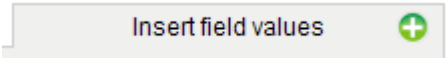
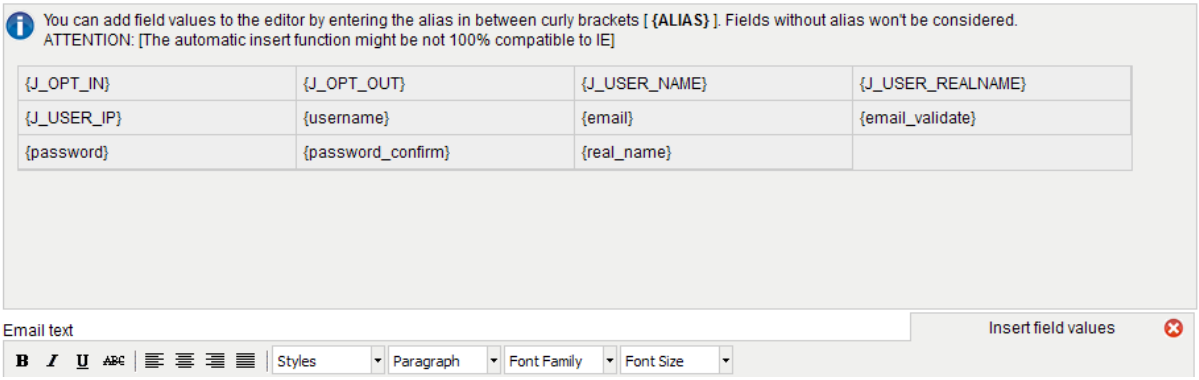
Customizing with alias and system placeholders

As mentioned several times you can read the whole article about the alias placeholder system at the chapter 3.1.5.2. What you need to follow is that all containing form element aliases must be unique and that placeholders are aliases wrapped in curly brackets.
An additional function is easing your life when using the alias placeholder system.
The email text editor does have a button at the top right corner:



If you click on this button a panel with all available system and alias placeholders appears.



When you click on a listed placeholder, this will be added at the position of the cursor at the email text editor.
Please note that this function is not 100% compatible with all Internet Explorer™ browsers. In some IE browsers the placeholder is added always at the first line.

In addition to the usual alias placeholders there are system placeholders:

`{J_USER_NAME}`
This places the Joomla® user name of the submitting frontend user. If not registered the expression "Guest" will be used instead.

`{J_USER_REALNAME}`
This places the real name of a Joomla® user.
If there is no user logged-in the placeholder will just be removed.

`{J_USER_IP}`
This places the IP of the submitting user.

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If database storage is enabled you can use two more system placeholders:

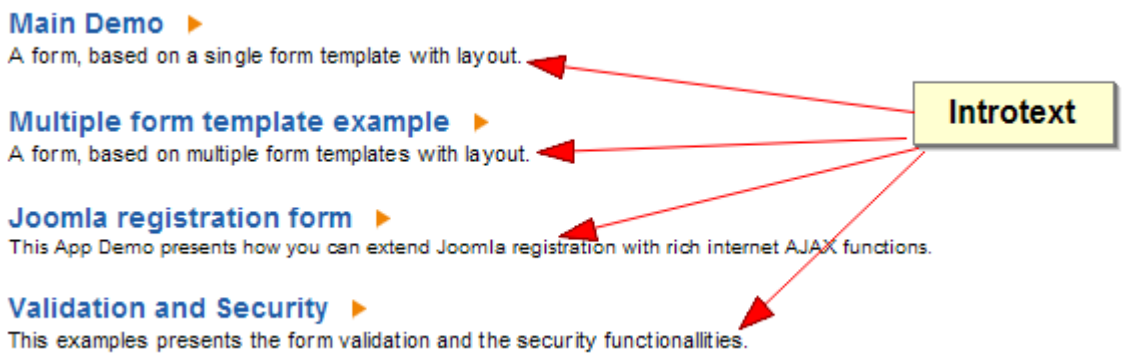
`{J_OPT_IN}`
This places the link (URL) to confirm a submission.
It is intended for the confirmation email when using double-opt-in.
If the user clicks on the link (s) he approves that (s)he was the one who filled and submitted the form. It is a legally compliant subscribing.

`{J_OPT_OUT}`
This places the link (URL) to unsubscribe again.

More about later in Opt-In …

3.4.3. "Introtext" – Applying the intro text which is used in form listings

The intro text is the text (and other media and formats which are allowed by your editor) which is displayed when you use a frontend form listing.
Example from our demo forms listing at www.mooj.org:


Main Demo
A form, based on a single form template with layout.
Multiple form template example
A form, based on multiple form templates with layout.
Joomla registration form
This App Demo presents how you can extend Joomla registration with rich internet AJAX functions.
Validation and Security
This examples presents the form validation and the security functionallities.
Introtext

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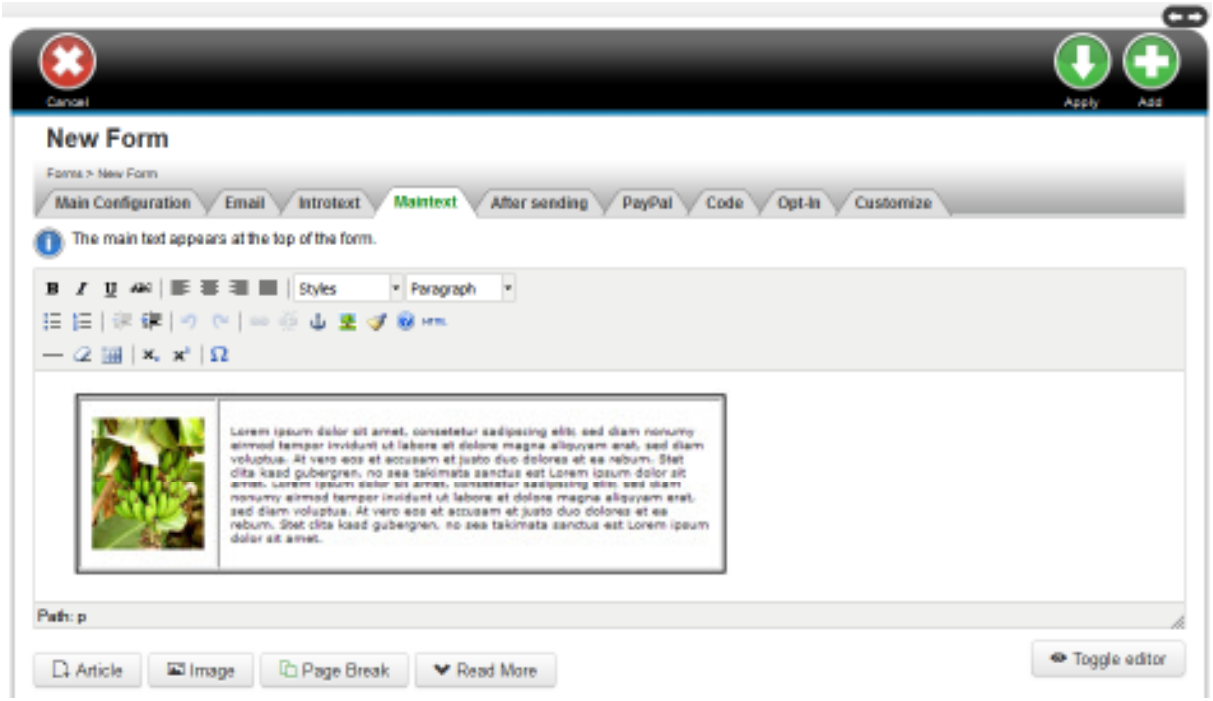
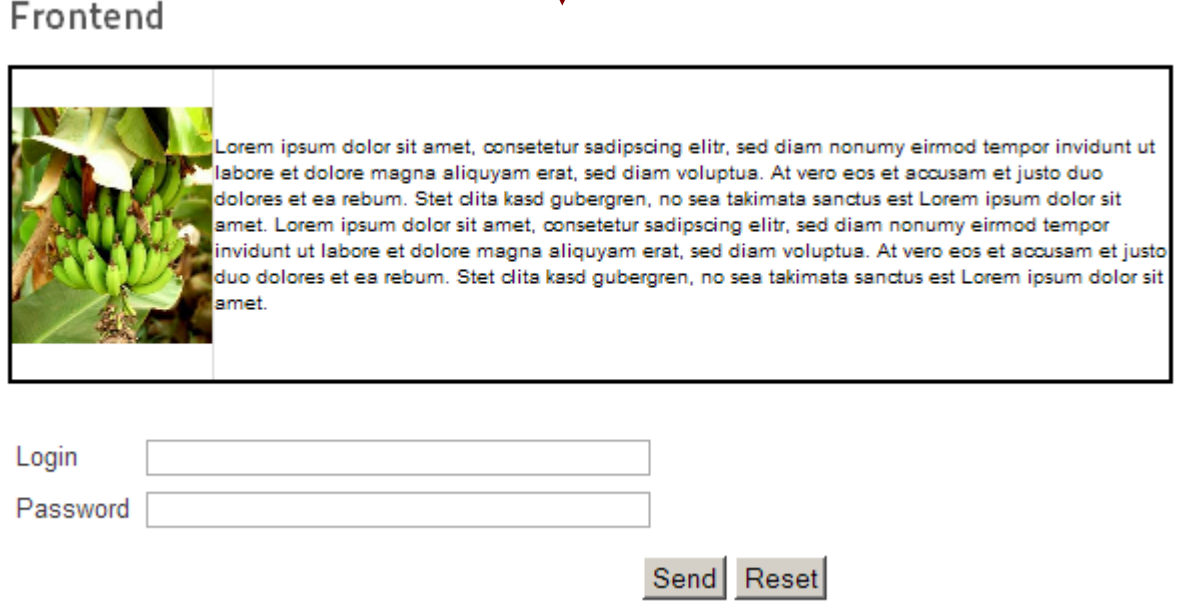
3.4.4. "Maintext" – Applying a text which is displayed above of a form

The main text is the information and media which you can apply to the head of a form.




Frontend
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
Login
Password
Send
Reset

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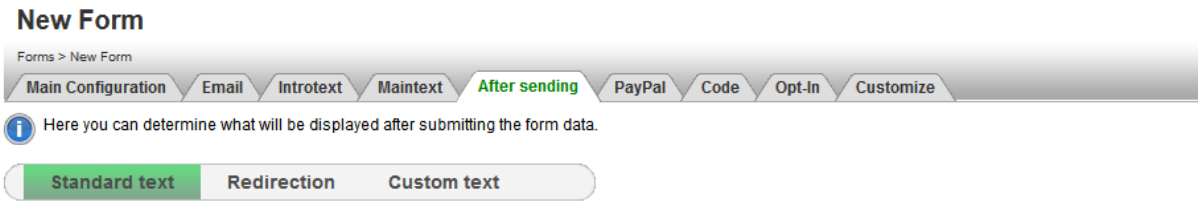
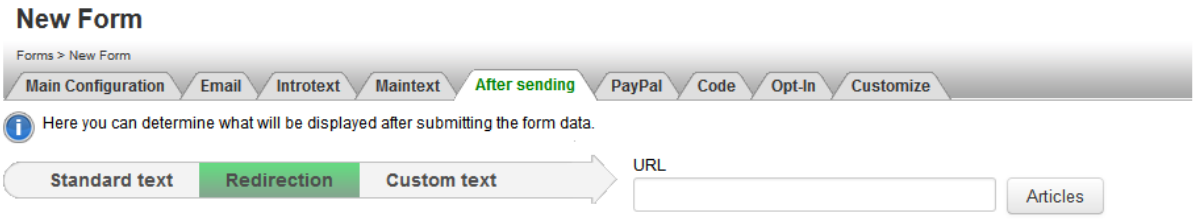
3.4.5. "After sending" – Setting actions and options for "after sending"

If a form has been submitted, had no errors and has been processed an "after sending" action follows. The default action is to display a standard text.
This is a text which is embedded in Proforms' frontend system language files.



At the "After sending" tab you have the opportunity to assign one of three possible actions.
The first and default action is the standard text.

If you click on "Redirection" you will get a new mask:



You can enter a redirection URL here. The user will be redirected to this URL after submission. This can also be a redirection to a content article. You can easily choose an article when clicking on "Articles". If clicked a popup fades in and you can choose the article.

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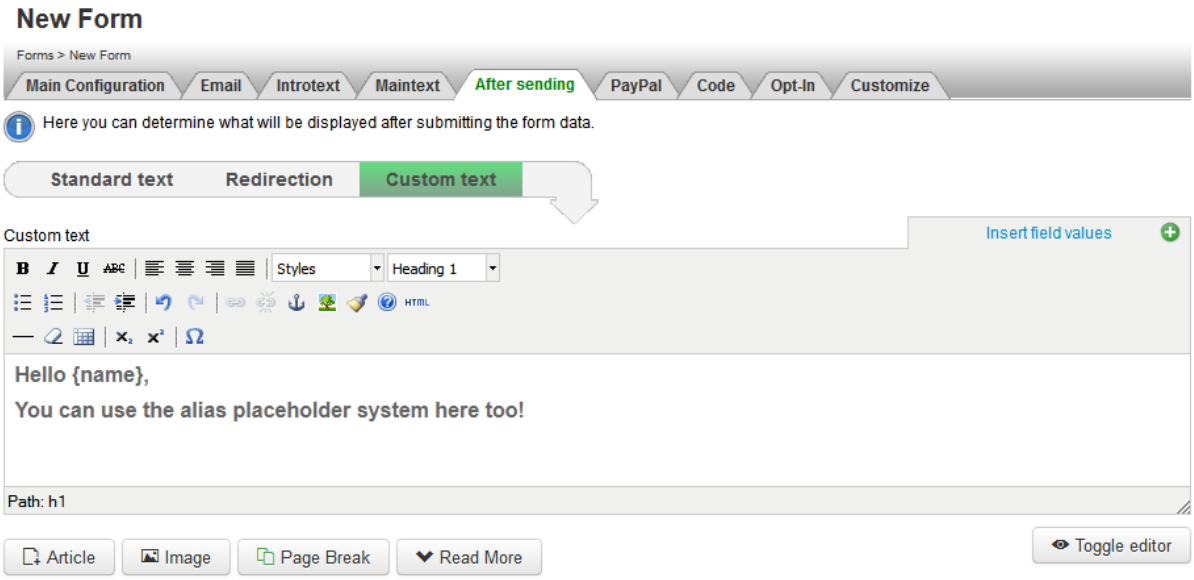
The last action is "Custom text" where you can write a custom text:



You can also use the alias placeholder system here (Please read chapter 3.1.5.2).
Also the system placeholders and the "Insert field value" function can be used as described in 3.4.2. Please note that you cannot use the opt-in system placeholders here!

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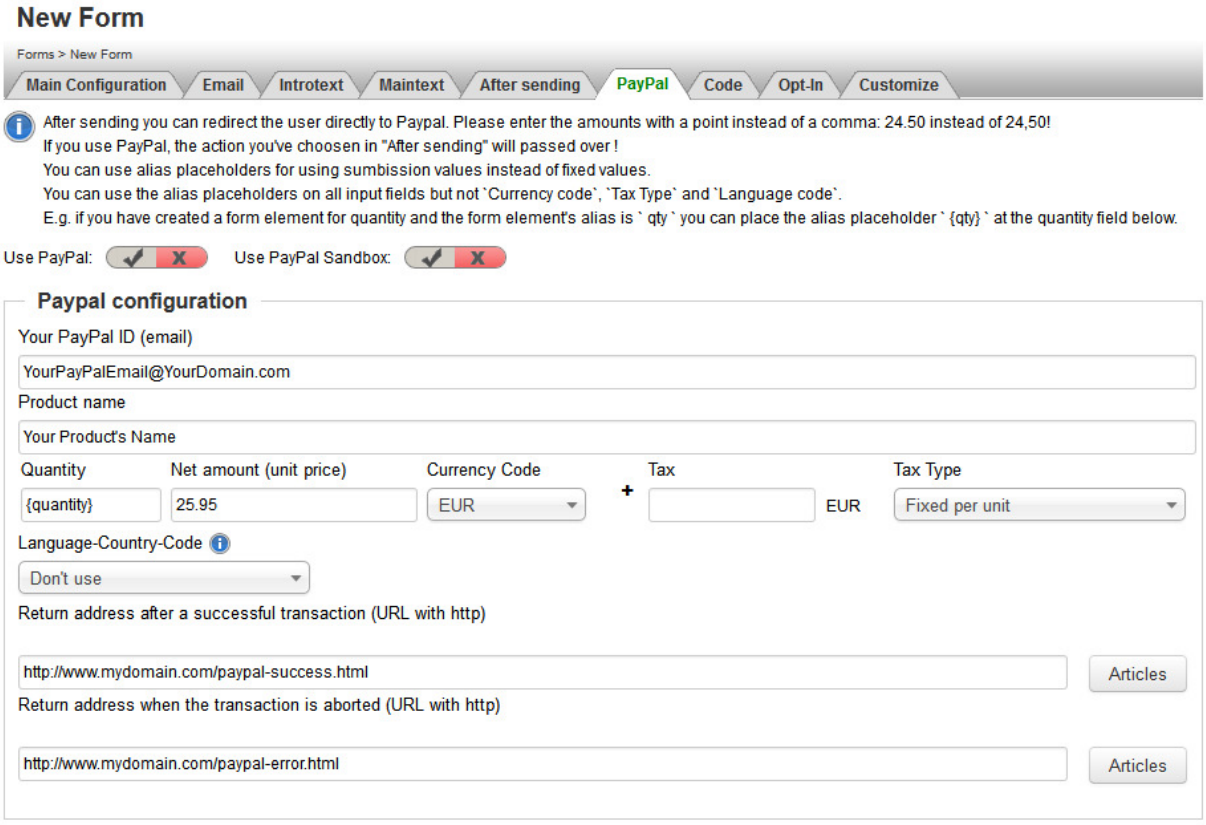
3.4.6. "Paypal™" - A (simple) Paypal™ forwarding.

At the Paypal™ tab you can assign a simple Paypal™ forwarding.

Please note that the Paypal™ feature can take over submission values but has no extensive calculation functions. If you like to add or subtract values based on submission; this must be done by individual coding (e.g. using the PHP app or by JavaScript).

Since Proforms version 1.3 you can use alias placeholders for placing submitted values!

This function is not available for Proforms Basic!


New Form
Forms > New Form
Main Configuration
Email
Introtext
Maintext
After sending
PayPal
Code
Opt-In
Customize
After sending you can redirect the user directly to Paypal. Please enter the amounts with a point instead of a comma: 24.50 instead of 24,50!
If you use PayPal, the action you've choosen in "After sending" will passed over !
You can use alias placeholders for using sumbission values instead of fixed values.
You can use the alias placeholders on all input fields but not `Currency code`, `Tax Type` and `Language code`.
E.g. if you have created a form element for quantity and the form element's alias is ` qty ` you can place the alias placeholder ` {qty} ` at the quantity field below.
Use PayPal:
Use PayPal Sandbox:
Paypal configuration
Your PayPal ID (email)
YourPayPalEmail@YourDomain.com
Product name
Your Product's Name
Quantity
Net amount (unit price)
Currency Code
Tax
Tax Type
{quantity}
25.95
EUR
EUR
Fixed per unit
Language-Country-Code
Don't use
Return address after a successful transaction (URL with http)
http://www.mydomain.com/paypal-success.html
Articles
Return address when the transaction is aborted (URL with http)
http://www.mydomain.com/paypal-error.html
Articles

1. **"Use PayPal™"**

This switch is set to 'off' by default. You can enable or disable Paypal™ forwarding by this button. If enabled; Proforms always redirects to Paypal even if another "After sending" method is assigned.

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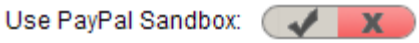
2. **"Use Paypal™ Sandbox"**



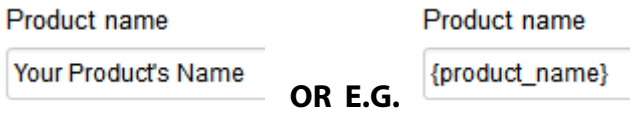
The Paypal™ Sandbox is a dummy Paypal™. Developers can test their applications with a developer account. If this option is activated the form will redirected to the Sandbox URL instead to the real Paypal™ URL!

3. **"Your PayPal ID (email)"**

Here you need to enter the email address of your Paypal™ account which shall achieve the money transfer.

We don't suggest using alias placeholders here because this could be abused!

4. **"Product name"**



You can apply a product or service name for the money transmission.

5. **"Quantity"**

Enter the quantity here. Based on the simplicity of this function and transfers this is usually 1. Or you can use the value of a field by using an alias placeholder.

6. **"Net amount (unit price)"**

This is the net price of **one** product/service item.

Net means without tax! You need to enter the amount with a point (dot).

E.g.: 99 EURO and 55 CENTS ➔ 99.55

Or use the value of a field by using an alias placeholder.

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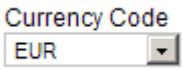
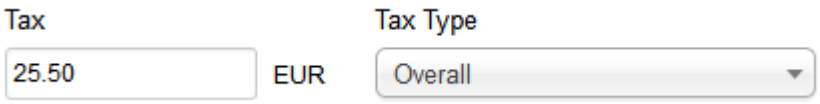
7. **"Currency Code"**



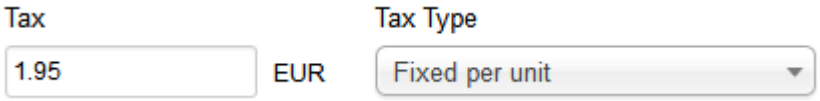
Select the currency for the payment via the drop-down field.
Paypal™ allows payments only for the given currencies.

8. **"Tax" and "Tax Type"**

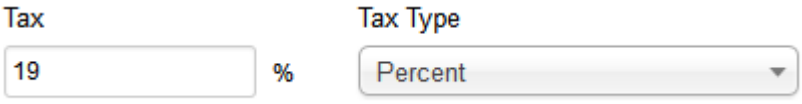
If your product contains tax you need to enter the tax information in these fields.
You have three opportunities for the tax which will be added to the total amount.
You can also use alias placeholders here but it doesn't make sense!



1. If you use fixed quantity and fixed net unit price you need to select "Overall".
This means there is no calculation and you enter the overall tax.
E.g. Quantity = 5, net price = 100 EUR ➔ 500 EUR (+ 19% tax) ➔ 95 EUR tax.
You need to enter 95.



2. If you have a dynamic quantity and a fixed net price you know the exact tax per unit. For this case you can use "Fixed per unit" as tax type. The amount you enter in tax will be multiplied with the quantity.



3. You can also use a percentage calculation of tax. For this case select "percent" as tax type and enter the percentage amount in "Tax".
By this calculation method the tax will be calculated out of the unit price (with commercial rounding) and multiplied with the quantity.

If you have an odd amount you need to separate it with a point (dot).

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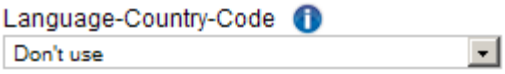
9. **"Language-Country-Code"**



Paypal's ™ entry page can be displayed in several languages. Unlike other systems Paypal™ doesn't want a language code but a country code. You can select a country out of this drop down. If Paypal™ supports the language of the country it will display the entry page in the native language. E.g. Portugal and Brazil are displayed in Portuguese. If Paypal™ doesn't support the native language of a country then the US entry page (American English) will be displayed.
If you set up "Don't use" Paypal™ will detect the origin of the user by it's browser and redirect him/her to the appropriate Paypal™ entry page.

10. "**Return address after a successful transaction (URL with http)"**

You can apply an URL where the user shall be redirected after a successful transaction.
You must always use an URL starting with 'http'!
If you like to redirect to a content article use the button to the right.

11. **"Return address when the transaction is aborted (URL with http)"**

You can apply an URL where the user shall be redirected if the transaction is aborted by the user. **You must always use an URL starting with 'http'!**
If you like to redirect to a content article use the button to the right.

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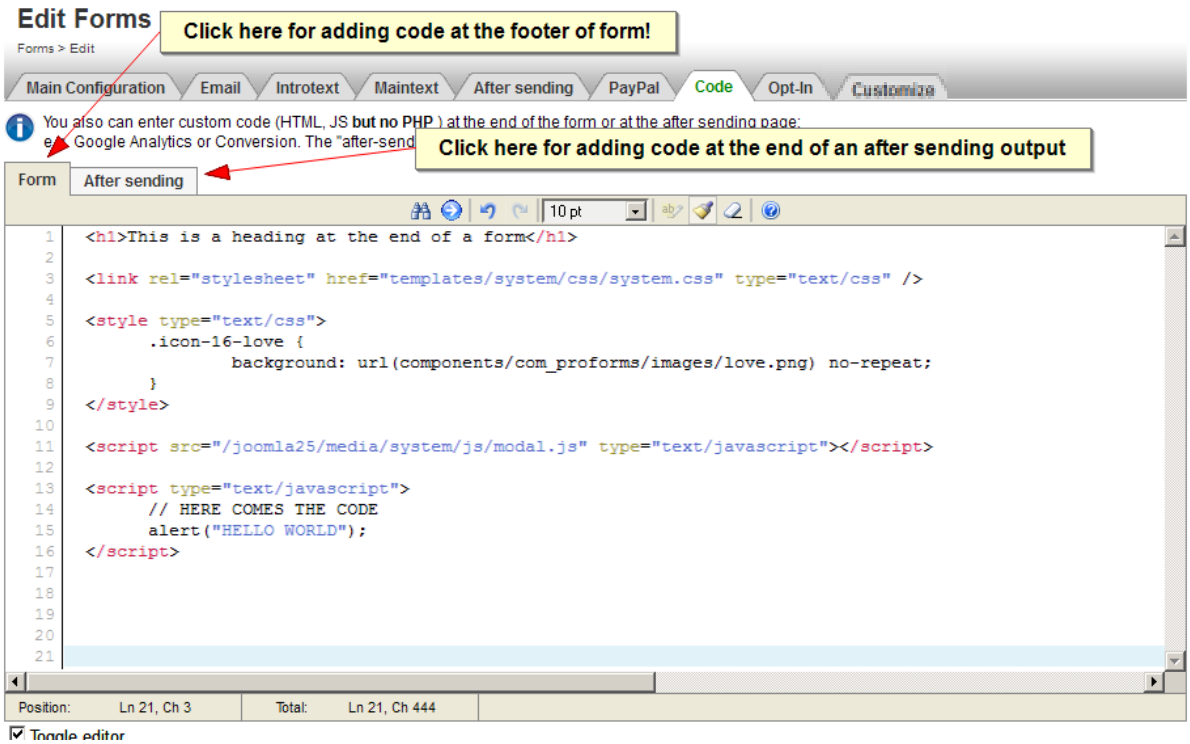
3.4.7. "Code" – Applying code at the end of forms or after sending texts



The "Code" tab gives you the opportunity to add HTML, styles and JavaScript at the end of a form or at the end of an after sending output.
This opportunity is primarily intended to insert JavaScript code to the form.
You can include JavaScript by importing a script file or directly write the script code inside of a script tag. Please see the example screenshot above.

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3.4.8. "Opt-In" – Using double opt in

If a user registers for something via form you don't know if this is a true registration. Besides of spam somebody could register in the name of another person (personality hijacking). Double-opt-in is an (legally) established method for identifying the registering user as a/the real person.
In many countries around the word and especially for the European Union, double-opt-in is a required method by law, if you like to use marketing methods such as newsletters.

How does double-opt-in work?

We want to explain it by an example which requires this method: "Newsletter"

- A user submits his name and email address via the form.
- The user achieves a confirmation email which includes a link with the opt-in URL.
- If the user opens the link with his/her browser the formerly submitted form will be confirmed. An admin can legally send newsletters now.
- Every time an admin sends newsletters he/she may send these only to confirmed users. All sent newsletters need an opt-out option. The opt-out is a link to a URL where the user can unsubscribe.
- If the user opens the opt-out URL in his/her browser (s)he unsubscribe from the newsletter and the first sent registration form is declared as not confirmed!
- By the next newsletter the unsubscribed user will not be considered.

All the functions of the "Opt-In" tab and how to establish double-opt-in is explained in **4.2 Double-Opt-In. We ask you to read this chapter**.
Please note that double-opt-in works only with Proforms Advance and when you have enabled database storage!

New Form
You need to activate database storage for using the double-opt-in function. You can activate database storage at the tab: "Main Configuration" by the option "Process".

No interface! DB usage is not enabled!

Opt-in tab shows interface! DB usage is enabled!

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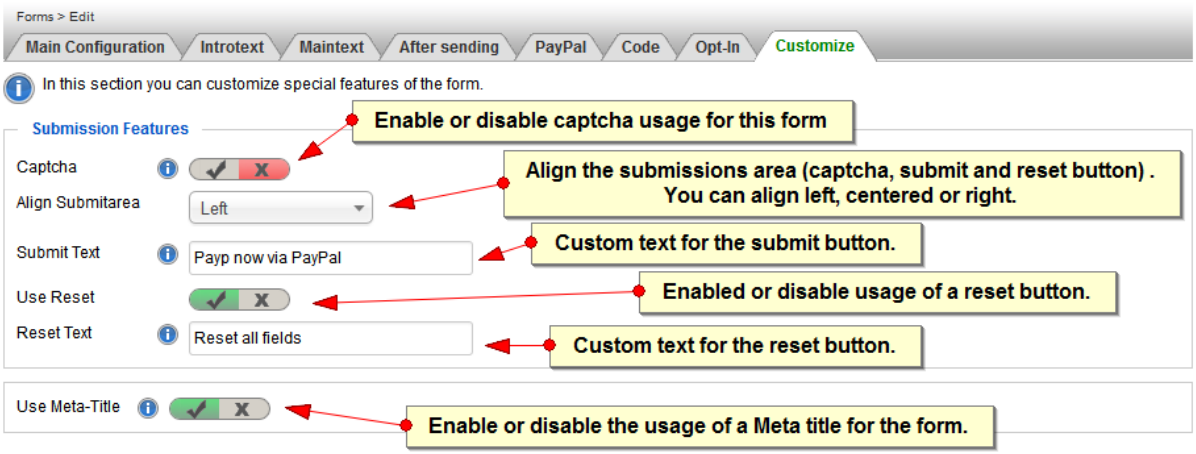
3.4.9. "Customize" – Advanced Customization of the form



1. The "Captcha" switch enables or disables the usage of captcha for a form. Users feel captchas as annoying. As Proforms has advanced techniques for preventing spam from spam bots you can turn off captcha and will get no spam. Please note that no captcha can prevent spam from human spammers. Since Proforms version 1.3 this option has been moved from the "Main configuration" tab to the "Customize" tab.

2. Since version 1.3 you can align the submission area. The submission area includes captcha (if enabled) the submit button and the reset button (if enabled). You can align left, centred or right.

3. The "Submit Text" is an obligatory, custom text you can apply for the submit button. If you leave this field blank, the standard text will be used.

4. By "Use Reset" you can enable or disable the usage of a reset button.

5. "Reset Text" is an obligatory, custom text you can apply for the reset button. If you leave this field blank, the standard text will be used.

6. "Use Meta-Title" enables or disables the usage of the Meta title which is generated per form. Disabling can be useful if you use the form in content plug-in and just want to use the Meta title of the article. Otherwise the article's Meta title will be overwritten by the generated Meta title of Proforms.

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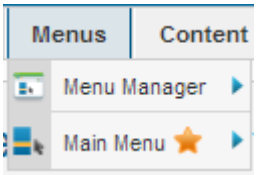
3.5. Publishing

Often we are asked how to publish a form. The answer is quite simple.
Proforms is a component and such as for all components they need to be published by linking to a menu. Proforms has more views to publish than a form view. You can publish a category listing view, a form listing view and also the view of an app.

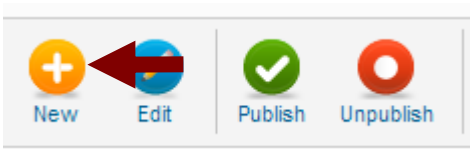
3.5.1. General instruction for linking Proforms' views to a menu

Joomla 1.5.x Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x

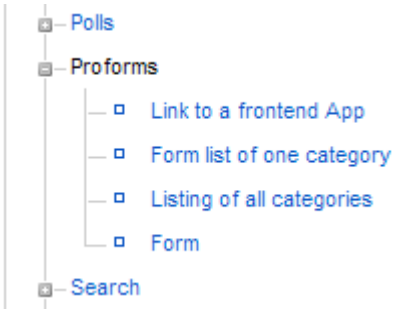
1. 

Select your menu where you like to link a Proforms view. Hover above the "Menus" admin top menu and click on the appropriate menu.

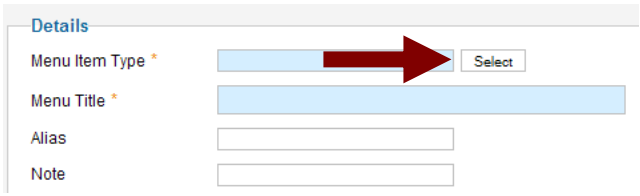
2.



Click on the "New" button at the tool bar.

3. 

The menu type tree appears



The menu item interface appears. Now select the menu type by clicking on "Select" as displayed above.

4. Follow with step 5.

A popup fades in. Scroll down until you see the Proforms' views.

5. Select a Proforms view type as described in : 3.5.2, 3.5.3, 3.5.4 and 3.5.4
   Assign all necessary Proforms parameters.
6. Enter all other parameters for a menu link. Save it!

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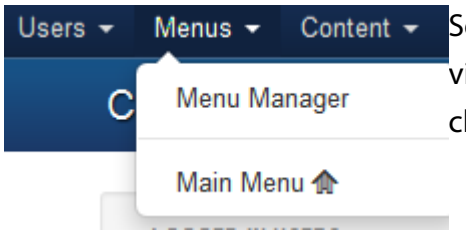
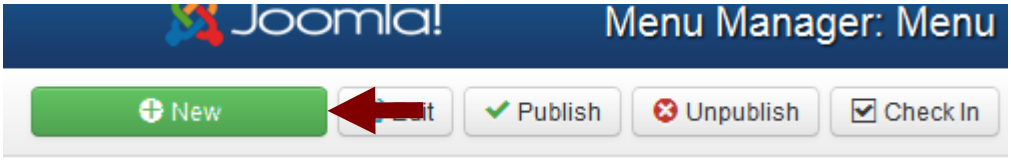
Linking Proforms' views to a menu on Joomla 3.x

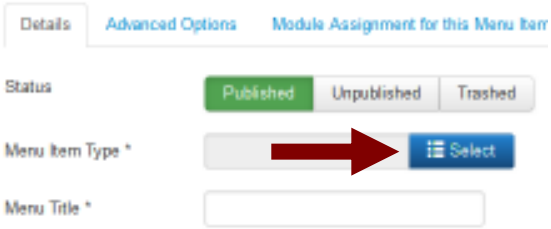
Joomla 3.0.x

1. 

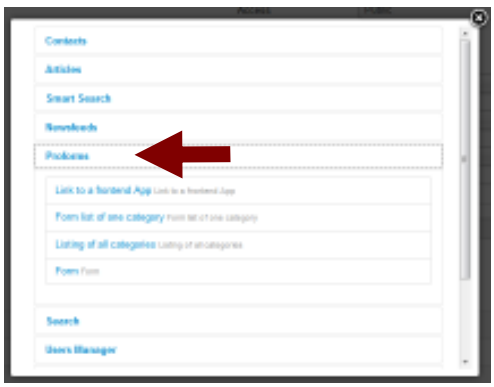
Select your menu where you like to link a Proforms view. Click on "Menus" at the admin top menu and click on the appropriate menu.

2. 

Click on the "New" button at the tool bar.

3. 

The menu item interface appears. Now select the menu type by clicking on "Select" as displayed above.

4. 
A popup fades in. Scroll down until you see the Proforms' views.

5. Click on "Proforms" and select a Proforms view type as described in: 3.5.2, 3.5.3, 3.5.4 and 3.5.5. Assign all necessary Proforms parameters.
6. Enter all other parameters for a menu link. Save it!

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3.5.2. Menu link type: "Listing of all categories"

The type "Listing of all categories" displays a blog list of all available and activated Proforms categories. The categories are displayed with a heading (category name) followed by a categories intro text. The headings are links.
When clicked they open a blog list of all available and active forms of the category such as for the following menu link type.

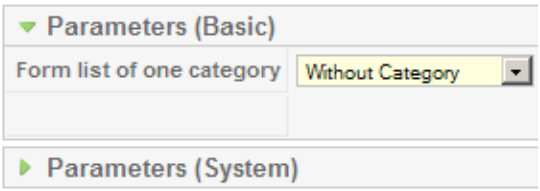
This type doesn't require any further parameter settings. You just need to fill all other parameters which are required.

3.5.3. Menu link type "Form list of one category"

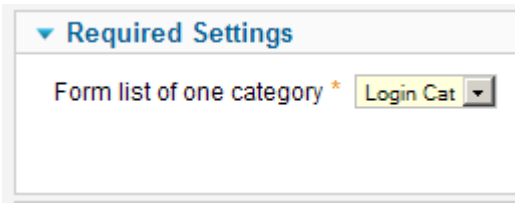
The type "Form list of one category" displays a blog list of all available and activated forms of a certain Proforms category. The blog list displays the intro text of the category at the top of the listing followed by the forms.
The forms are displayed with a heading (form title) and the intro text of a form.
The headings are links which are opening the form page when clicked.

You need to assign the category at the right side:

Joomla 1.5.x

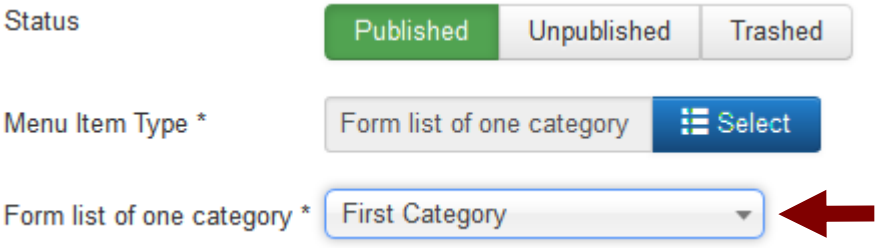


Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x



Joomla 3.0.x

For Joomla 3.0.x the category dropdown appears under the "Menu Item Type" field:



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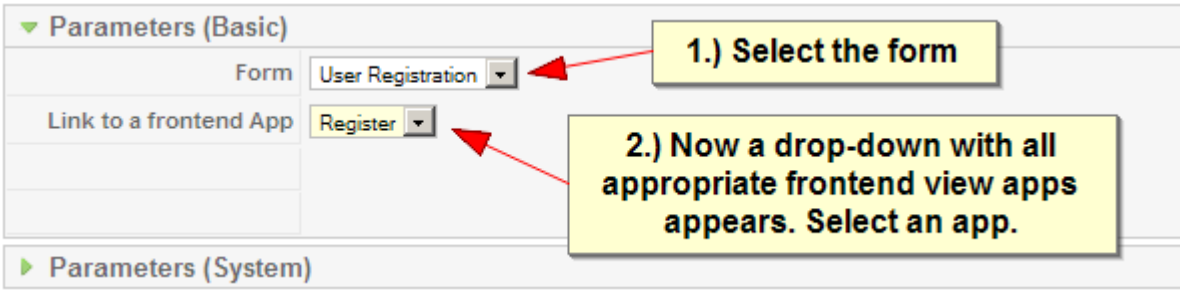
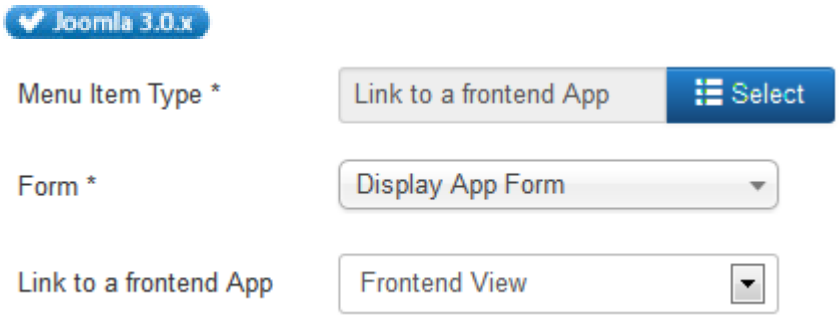
3.5.4. Menu link type: "Link to a frontend App"

Apps can have frontend views. This means they can provide information per form. The provided information can be a normal HTML frontend view or an interface for exchanging AJAX data. An app with a HTML frontend view can also be linked to a menu. This is what this menu link type does.

You need to assign the form and the appropriate app with frontend view by these parameters:





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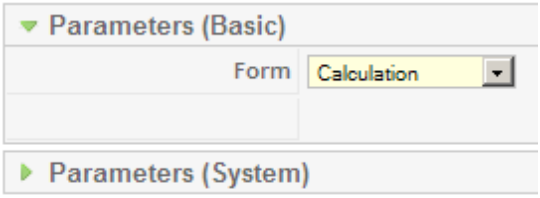
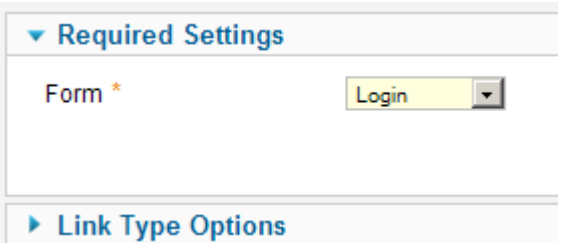
3.5.5. Menu link type: "Form"

The link type "Form" does directly link a form to a menu.
You need to select your form at the right side:

Joomla 1.5.x

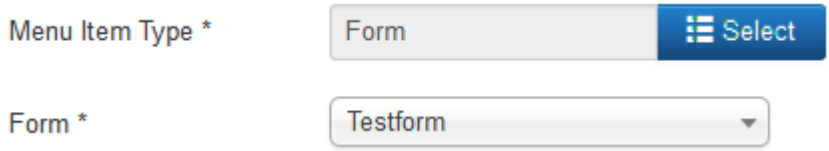


Joomla 1.6.x Joomla 1.7.x Joomla 2.5.x



Joomla 3.0.x

For Joomla 3.0.x the form dropdown appears under the "Menu Item Type" field:



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3.5.6. Embedding forms in content articles

Embedding of Proforms' forms in articles is just possible with the "Form in Content" plug-in. This plug-in is available for all commercial packages only via Proforms' helpdesk.

Please note that this function and plug-in is not available for Proforms Basic!

How to embed?

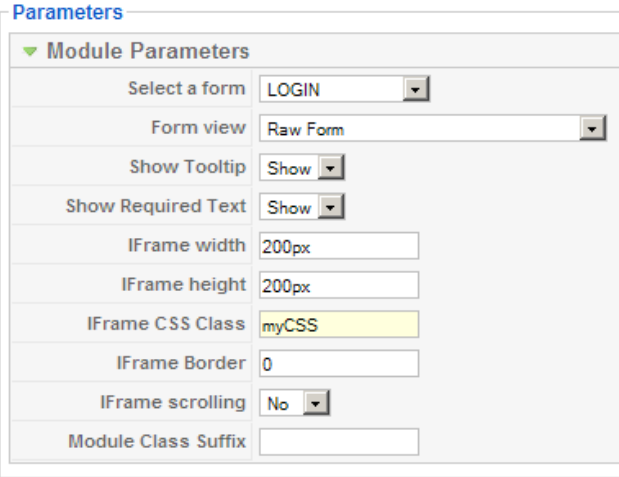
You need to know the 'jid' (unique form id) which you can find as described in 3.4 Forms. Then just write in your article `{proforms JID}` (You need to replace JID with the id).
E.g.: If you 'jid' = 21 ➔ `{proforms 21}`

Please note that embedding of forms via content plug-in only works if Joomla's® content caching is disabled!

3.5.7. Placing forms at module positions.

Placing of Proforms' forms as module in module positions is just possible with the "Form in Iframe" module. This module is available for all commercial packages only via Proforms' helpdesk.

Please note that this function and module is not available for Proforms Basic!



Once installed you can add as many forms in module positions as you wish. This is possible because every form is displayed in an iframe.
The screenshot at the left displays all available parameters.

More detailed instruction can be read online at the helpdesk.

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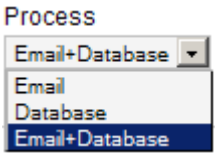
3.6. Storing submissions

Proforms gives you the opportunity to store submission data in several ways.
The built-in, most easy and common way is to use Proforms' native data recording.
Besides this, there is also the possibility to store submission values in your very own database table with the SQL or SQL+ apps. For this you must be familiar with SQL up to be an intermediate SQL coder.

Please note that submission storage as well as the usage of SQL and SQL+ apps are not available for Proforms Basic! The SQL app is only available for customers with a 180 or 365 days service package!
The SQL+ app is only available for customers with a 365 days service package!

3.6.1. Proforms' native 'one-click-submission-storage'

When creating or editing a form as described in 3.4 you have the opportunity to activate database storage by 'one-click' which is actually a 'by one-selection'.



The drop-down "Process" can be found at the first tab "Main Configuration". By selecting "Database" or "Email+Database" submission will automatically stored in Proforms' very own database tables.

Please note that Proforms' database tables are structured as "key-value-pairs".
The table '#__m4j_storage'* does contain all main data of the storage such as date, Joomla® user id, IP address, opt-in confirmation flag and the encrypted folder name where uploads are stored. The table '#__m4j_storage_items'* contains the 'key-value-pairs'.
* '#__' represents the Joomla® database prefix.

Stored information by this method can only be viewed at the backend via the records manager. There is no opportunity of displaying submission records at the frontend. An additional component which displays submissions at the frontend will be published soon.

This function is not available for Proforms Basic!

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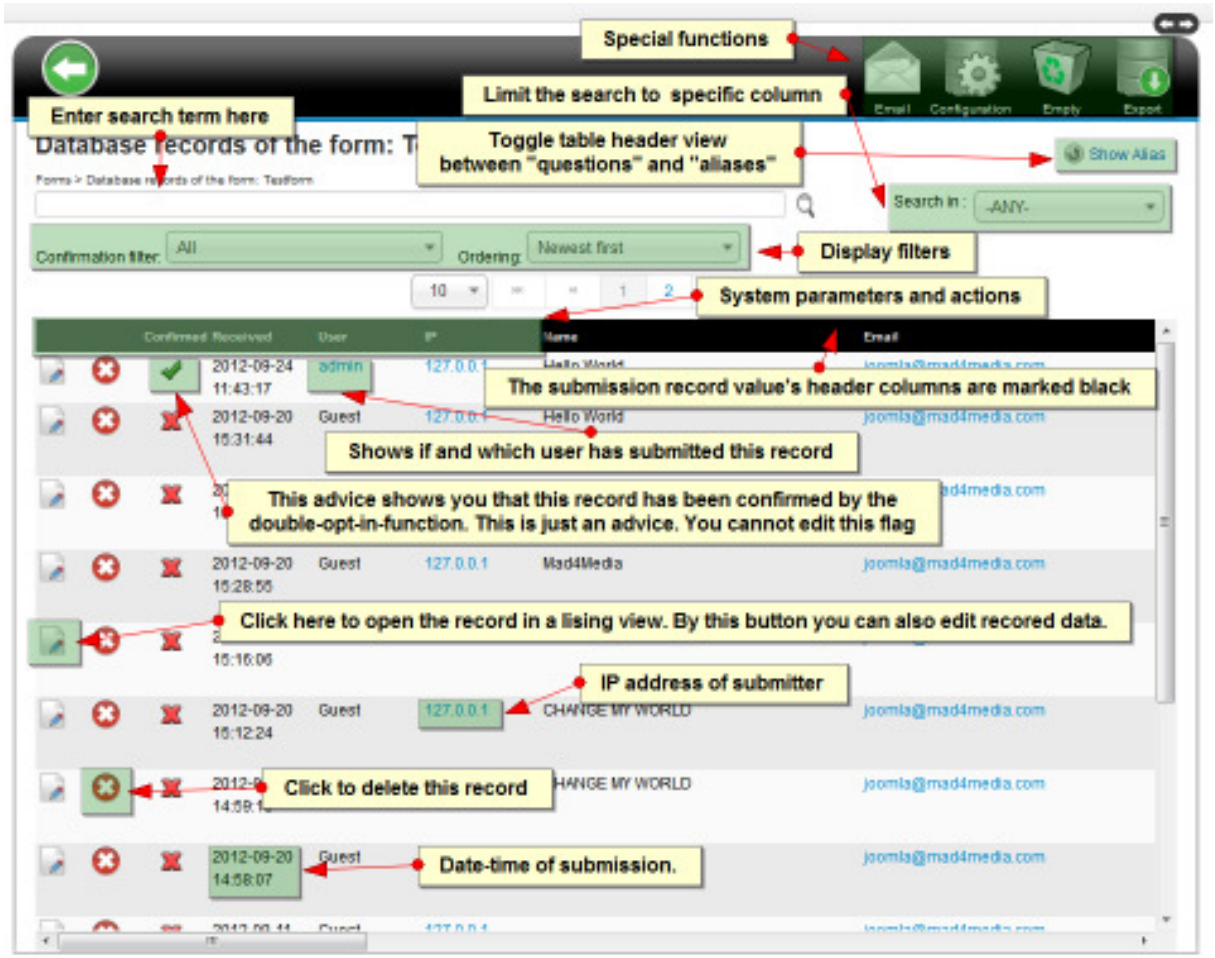
3.6.2. Proforms' native submission records manager

The submission records of a form can be viewed and edited by the built-in records manager.
If you view the forms listing at the admin panel you can see appropriate database icons for each form.
By clicking a database icon you will enter the records manager and will be able to view, edit and export the records. Besides these actions there is variety of extra functions such as searching and mass mail sending.

The records manager is not available for Proforms Basic!

When you click the database icon you will enter the records manager:


Special functions
Limit the search to specific column
Enter search term here
Toggle table header view between "questions" and "aliases"
Show Alias
Search in :
-ANY-
Confirmation filter:
All
Ordering:
Newest first
Display filters
System parameters and actions
The submission record value's header columns are marked black
Shows if and which user has submitted this record
This advice shows you that this record has been confirmed by the double-opt-in-function. This is just an advice. You cannot edit this flag
Click here to open the record in a lising view. By this button you can also edit recored data.
IP address of submitter
Click to delete this record
Date-time of submission.

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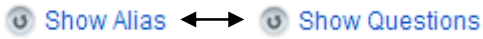
The records manager displays submissions in a table view.
The view is split into system parameter values and submission values by default but you can customize the view by the configuration function.
The header columns are containing "questions" or "aliases" of the appropriate form elements. HTML elements will not be considered.
You can toggle between question and alias display with this button:



The columns of submissions values have a fixed width. This width can be set in Proforms' configuration (Proforms' Admin > Configuration > "Display" tab > "Width of a database item").
Uploaded files are displayed by their filenames and can be downloaded when clicking on the link:

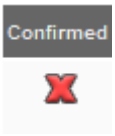
System values and actions

There are two system actions per form submission by default:

By clicking this icon you will open a pop up which displays the whole record as sheet. You can print the sheet or edit / change specific records of an element.

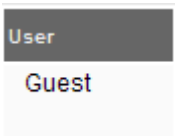
By clicking this icon you can delete a record.
You will be asked by a popup whether you really like to delete the record first.

Besides system actions there are 4 system parameters which are shown by default:



"Confirmed" does show if a submission has been confirmed by the user via the double-opt-in system. This is not a button but only an advice and cannot be edited by an admin. A red 'X' means that the submission is not confirmed. A green check mark means confirmed.
More about in 4.2 Double-Opt-In

"Received" displays the date and time when the user has sent his data.



"User" displays the Joomla® user name if the submitter was logged-in.
If the user wasn't a logged-in Joomla® user; "Guest" will be displayed instead.

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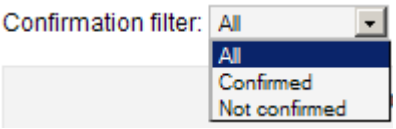
"IP" is the IP address of the user who has submitted the form.

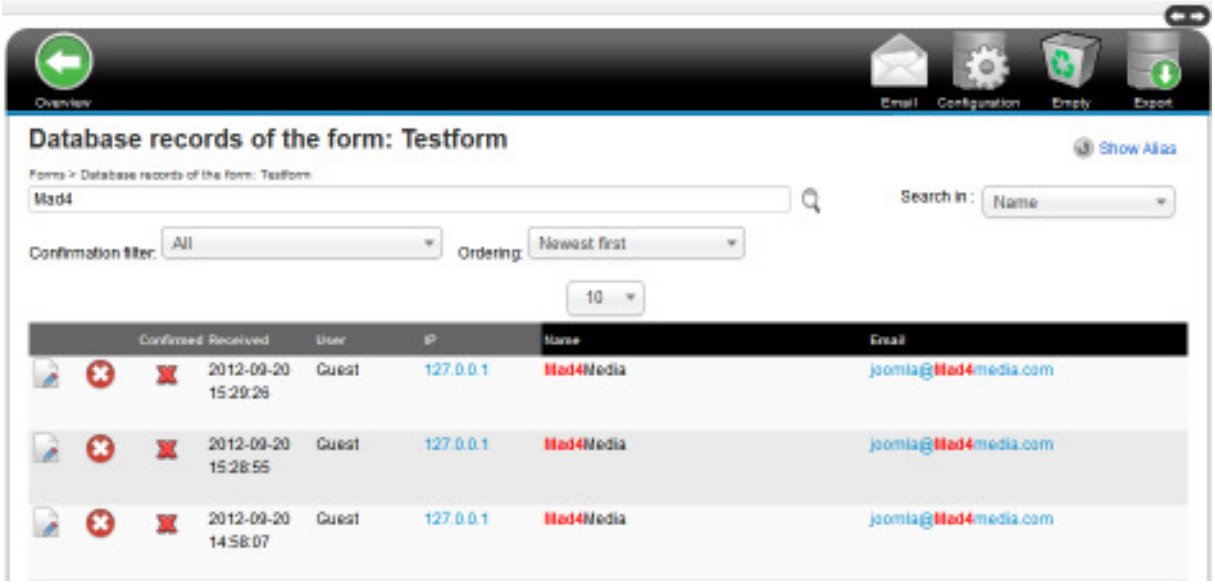
Confirmation filter and ordering the records view



You can use the "Confirmation filter" for limiting the display to only-confirmed or only-not-confirmed records (confirmations by double-opt-in – read 4.2). Default is "All" which displays confirmed and not-confirmed records.

By "Ordering" you can order the records display by "Newest first" or "Newest last". Default is "Newest first".

Search filter



The search filter displays all records which are including the search term. Results are displayed with red highlighted terms. Search terms can be applied to all columns or to a specific column.

The search filter and the confirmation filter are very important functions! Thereby you can limit the results which you want to export or to which you want to send an email.

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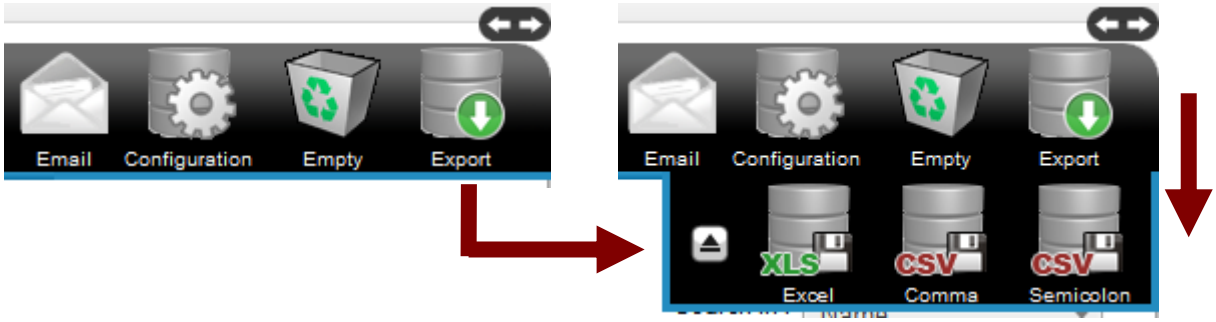
3.6.2.1. Exporting stored data



If you click on "Export" at the top menu a sub panel drops down.
If you click on one of the export methods the appropriate export file will be sent to you (as download). Possible export file formats are CSV (comma or semicolon separated) or as XSL (Excel). Please note that the XSL file is not in Microsoft's™ Binary Interchange File Format (BIFF) but in the XML format. Some non-Microsoft™ products might have problems by this format. The XLS file is intended to work only with Microsoft's Excel™.

Please note that an export is always based on the results of a filtering action (search and/or confirmation filter). If you limit your results by a search query or by setting the confirmation filter; only these limited results will be exported.
If you like to export all records do not apply a filter!

By default all system parameters will be exported too. If you like to exclude system parameters you can do this by the records manager's configuration.

3.6.2.2. Delete all submissions of a form

By clicking the "Empty" button at the top menu you can remove all submission records by one click. When clicked you will be asked if you "really like to delete all records" first.

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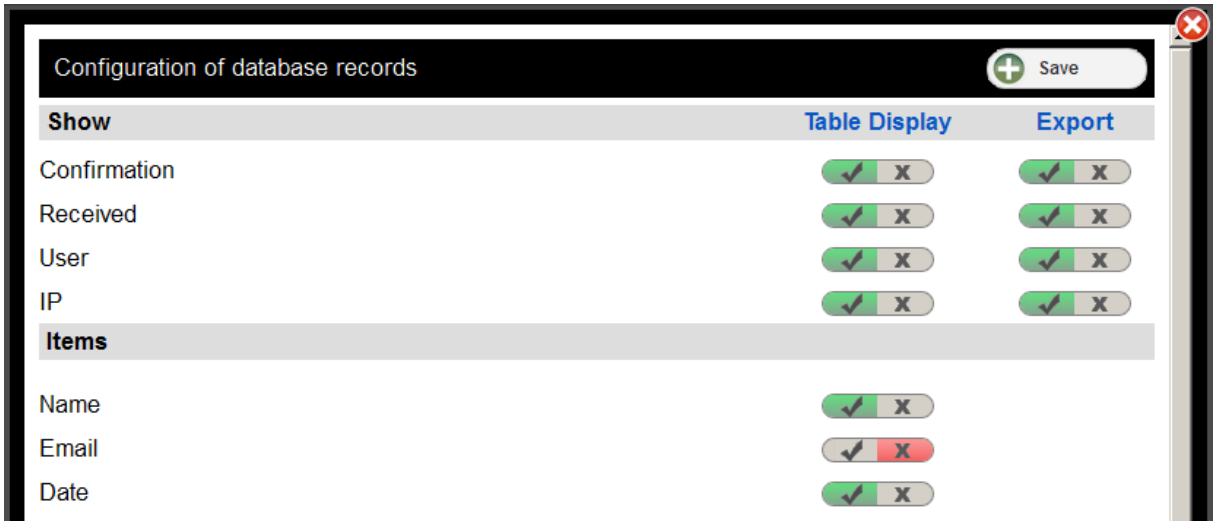
3.6.2.3. Records manager's configuration

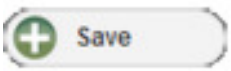
By clicking the "Configuration" button a popup window appears.
Inside the window you can configure the records manager for the appropriate form as follows:



You can assign which system parameters and submissions of form elements shall be displayed in the table view. By this way you can customize your table view to your needs.

For exports you can only turn on/off system parameters such as "Confirmation", "Received", "User" and "IP". Specific form element records cannot be turned off.
An export always includes all form element submissions!

Please don't forget to save your settings by the "Save" button:



3.6.2.4. Sending record based emails

By clicking the "E-Mail" button at the top menu you will open a popup window with the mass email manager. More about: Please read 4.3 "Mass email sending"

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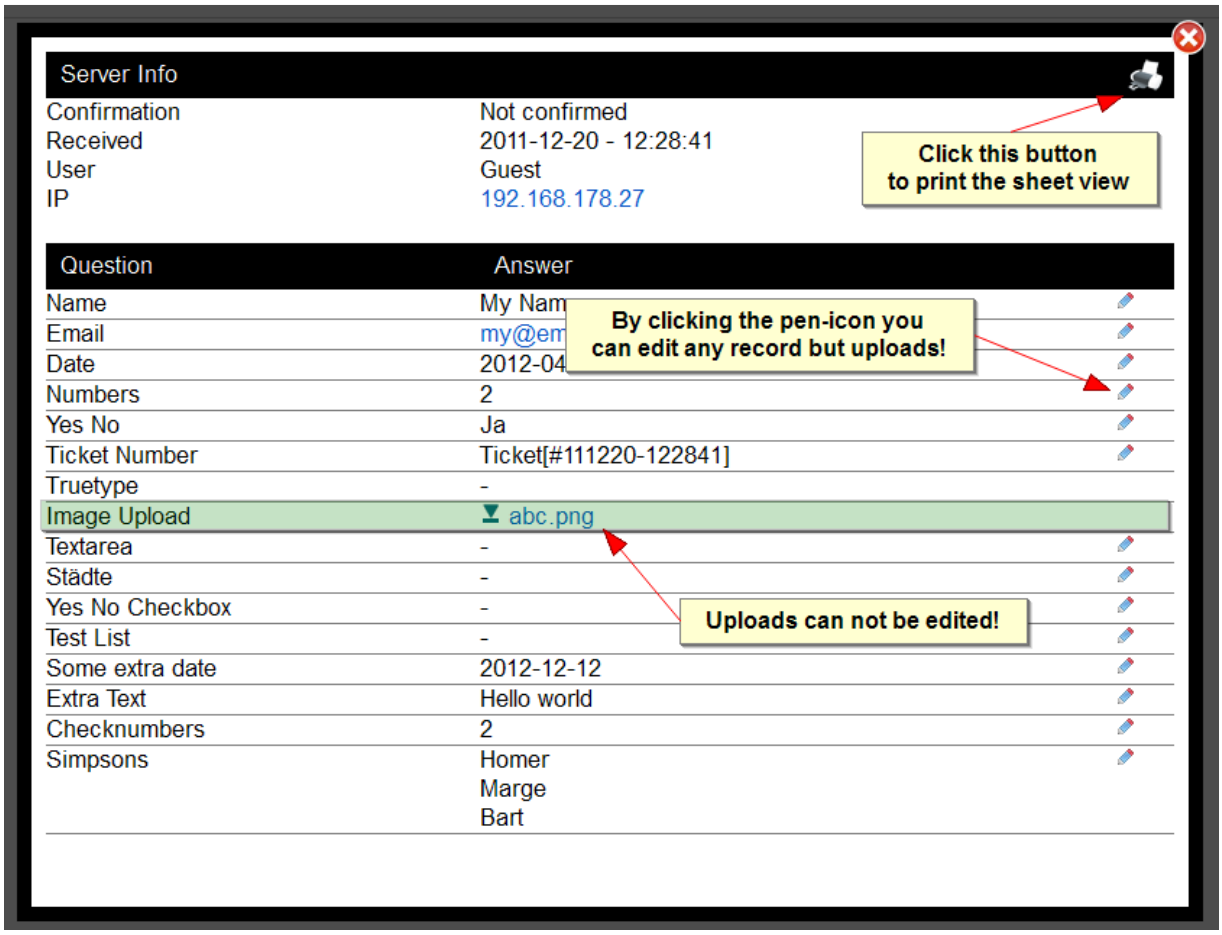
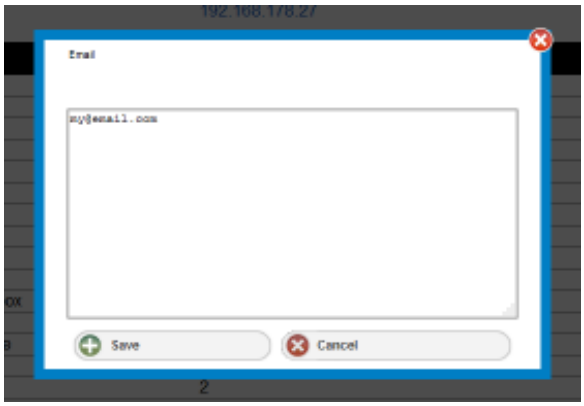
3.6.2.5. Sheet view, printing and editing records of one submission





If you edit a record another popup window will appear. The window does contain the question at the header and the record inside of a text field below. You can change the records and save it with the save button. Only confirmation by the save button changes the record. You also have the opportunity to cancel the action without saving any changing.

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3.6.3. Storing data with the SQL App

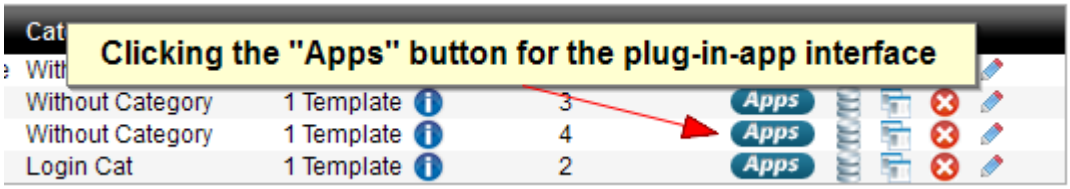
The SQL App is only available for customers with 180 days or a 365 days service package. The app can be downloaded only via the helpdesk (read 1.4.2). The SQL is intended to map (insert) submission values to your database table.

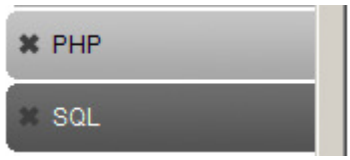
This app is not available for Proforms Basic or 30 days packages!

Please note that the SQL app is not made to DISPLAY "select" queries!

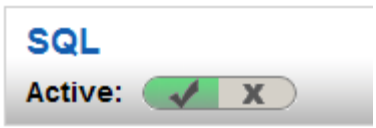
Users often don't understand the intention of the SQL app. They wonder why select queries don't work from their point of view. Well, select queries do work but this app is not made to display the results or include them in fields. **This app is made for mapping.** You can use insert and update queries to map. You can also combine insert/update queries with select queries. The intention of this app is to write the submission values to a custom database table**. Please note that you cannot use the records manager if you map to custom database tables!**

After installing the app (please read 2.5) you need to enter the plug-in-app interface of the appropriate form by clicking the app button in the form listing:

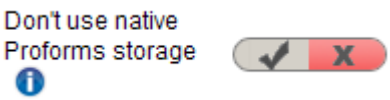




In the plug-in-app interface you need to select the SQL app first at the left side. If you click on the SQL app button the parameter interface will appear at the right side.



The app must be activated otherwise it will not be processed after submission.



This switch gives you the opportunity to stop the native submission storage if enabled. It is intended to prevent redundant storing. You might ask yourself: "not using the native db storage at the form creation" would be much simpler but if you need uploads the native db storage must be enabled anyway.

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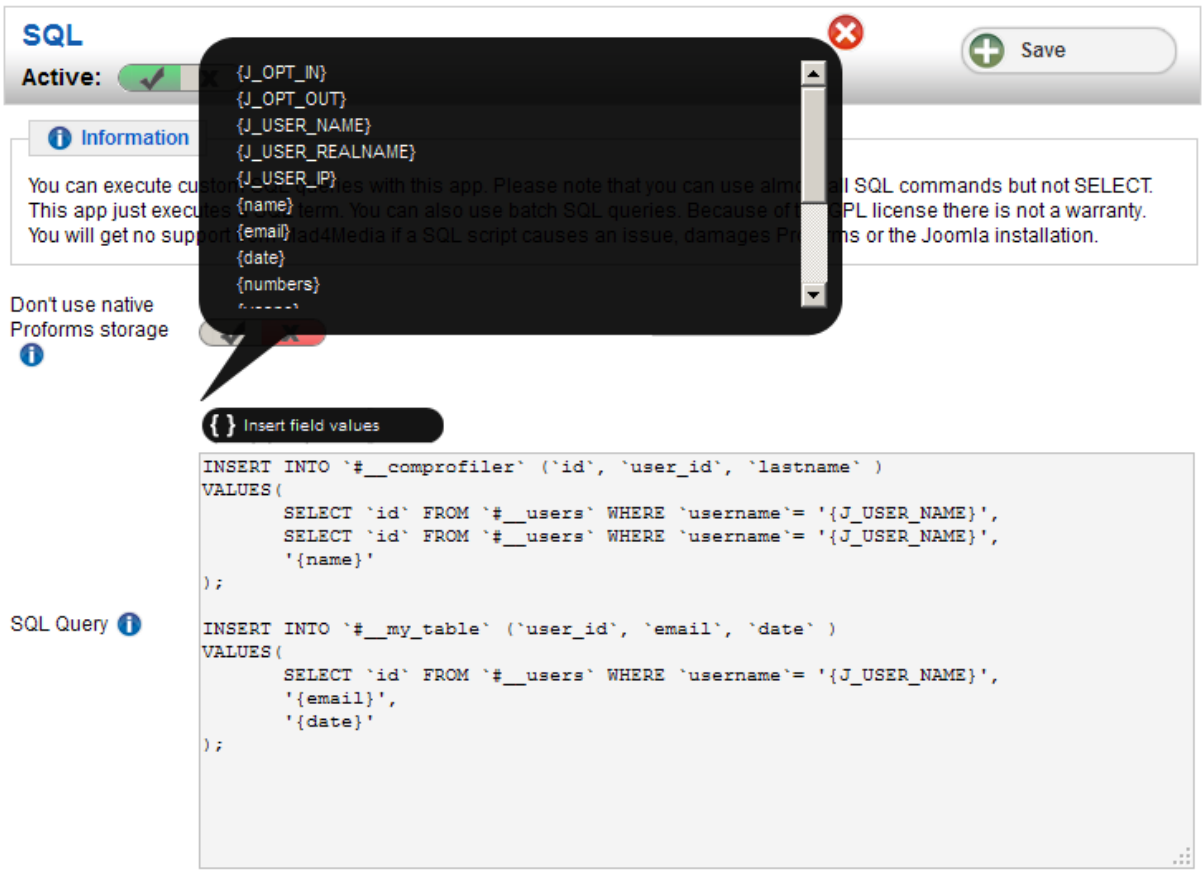

It is required that all form elements must have a unique form element alias!
The reason is that you need the placeholders to place them in the SQL query.
Please read 3.1.5.2.

At the "SQL Query" area you can use the "Insert field values" helper which shows all available system and alias placeholders in a balloon. If you click a placeholder it will be pasted at the cursor position of the query text area.

You can also use batch SQL queries (means you can execute multiple queries) and you can use the `#__` placeholder for Joomla's ® database prefix.
E.g.: `#__users` is the same as `jos_users` if you prefix is `jos_`
Please note that the submission values are escaped but not quoted.
This means you need to quote your values.
E.g.: `INSERT INTO `#__my_table` (`my_column`) VALUES ('{my_element_alias}');`

You can also use the following system parameter placeholders:
`{J_OPT_IN}{J_OPT_OUT}{J_USER_NAME}{J_USER_REALNAME}{J_USER_IP}`

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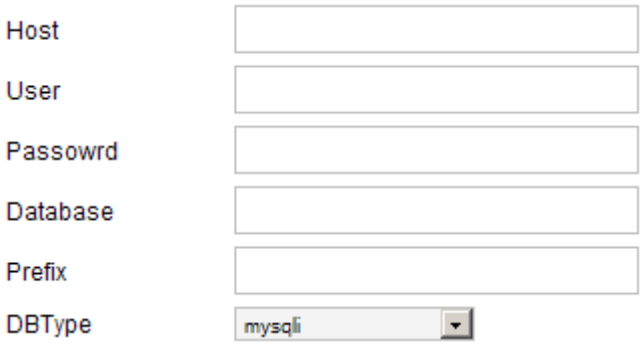
3.6.4. Storing data with the SQL Plus App

The SQL Plus App is only available for customers with a 365 days service package. The app can be downloaded only via the helpdesk (read 1.4.2). The SQL Plus App is the same as the SQL app with the difference that it is intended to map submissions to other databases than the Joomla® database.

This app is not available for Proforms Basic, 30 or 180 days packages!

Storing data with the SQL Plus App is the same as for the SQL App (Just read 3.6.3).
The only difference is that the SQL Plus app is intended to map the submissions to another database than the database of Joomla®.
Therefore you need to set up following additional information:



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3.7. Apps

Apps are Proforms-specific extensions. They are intended to extend Proforms with very special functions which would normally blow up the core component.
In the past we have been asked over and over again for special functions.
The reason to establish the app system was to have a framework which allows us to release those special functions in short time. The app system is modular. You can add the desired function on demand.

Apps are only available for 180 days (standard apps) and 365 days (all apps inclusive) service time packages.

Please read "2.5 Installing & Uninstalling Apps" to learn how to install an app.

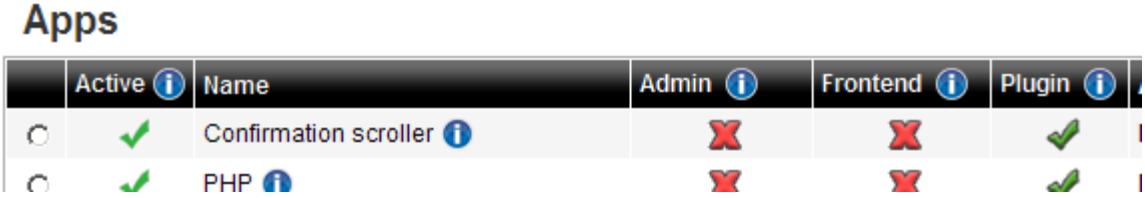
This documentation does not review all available apps because there are constantly added new apps. If you like to know which apps are currently available please visit:
http://www.mooj.org/en/extensions/components/mooj-proforms/apps-modules-plugins.html

How apps are working…

Apps are working as stand alone application or function as plug-in.
If working stand alone they are processing non-form-specific things at the backend and/or displaying special views at the frontend. Apps with frontend view can provide files and information such as for file downloads, JSON data exchange or XML.
The common method apps are used now is the plug-in method. This means they influence the form display or the submission processing at specific points of the process.

The special on Proforms' apps are that they can combine stand alone and plug-in functionality in one app.

After installing an app you can see which functionality is supported by an app if you view the app listing.



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Admin area

If an app has a general administration interface which is not related to a specific form this can be entered by the start button.

The start button appears only if there is a general administration panel.
If you click on start you will be redirected to a kind of sub extension's administration.

Frontend view

If an app has a frontend view the availability will be displayed with a green check mark at the "Frontend" column.

As we can see above the "Register" app has a frontend view. Frontend views can be linked to a menu as described in 3.5.4. But in this case it doesn't make sense because the frontend view of the register app is only used to send AJAX information.
The frontend view is used to e.g. validate if a username is already registered.
If this would be a statistics app which is made to display statistics; menu linking would make sense.

Plugin function

If an app has a plug-in function the availability will be displayed by a green check mark at the "Plugin" column.

Plug-in-apps are influencing the form structure and influencing the form processing at specific points. Plug-in-apps need to be adjusted per form.

100% of all current apps are pure plug-in apps or are plug-in apps with frontend view.

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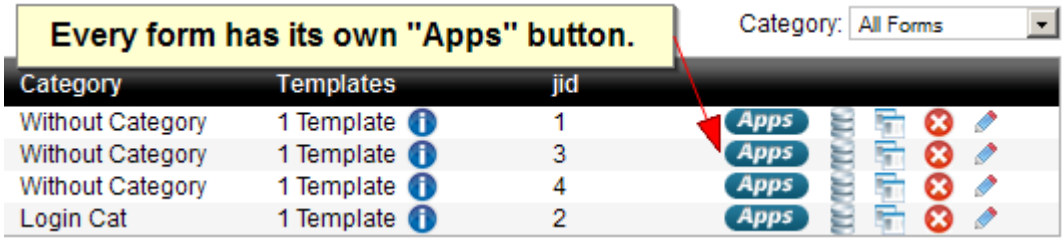
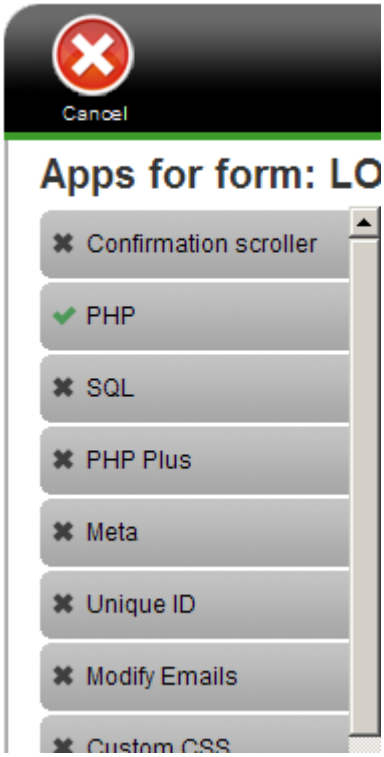
Working with plug-in-apps

Because of the reason that 100% of all current apps are / has plug-in-apps this documentation will demonstrate and explain you the workflow of plug-in-apps.

Plug-in-apps are always dependent on a form and must be adjusted per form.


Every form has its own "Apps" button.
Category: All Forms
Category
Templates
jid
Without Category 1 Template 1 Apps
Without Category 1 Template 3 Apps
Without Category 1 Template 4 Apps
Login Cat 1 Template 2 Apps

If you click on the forms button at Proforms' top menu the forms listing will appear.
At the right side you will see that each form has its own "Apps" button.



By clicking on the "Apps" button of a specific form you will enter the area where you can apply and set up a plug-in-app for this specific form.
This means a plug-in-app doesn't apply to all forms it just influences the forms which you want to influence.
At the left side of the form's app-area you will see all available apps represented by buttons.
If you hover above one app button a tool tip will appear with the short description of the app.
You can see if an app is applied / activated or not at the first sight by a green check mark or a grey cross. The app is activated when highlighted by a green checkmark.
If you click on an app button the parameter interface will appear at the right side.

In the following we want to demonstrate you the parameter interface by some existing apps.

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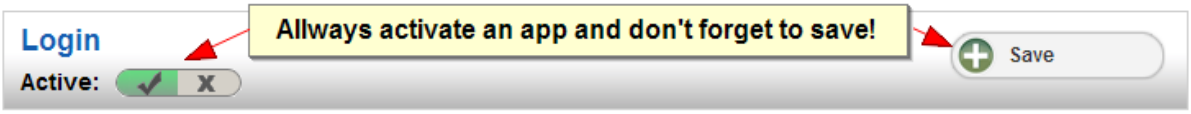
We like to use the "Login App" first to demonstrate you the main workflow.
For plug-in-apps you need to assign one or more form elements to a / their representative tasks. Sounds difficult but is not!
Our example app (Login App) needs 2 representative form elements.

You need to assign a text field which represents the login username and one password field which represents the login password. For selecting the right form element Proforms has easy to use selection fields. If clicking the edit button a balloon selection appears where you just need to click the appropriate field.

These selection fields are designed just only to show elements which are matching the requirements. This means in the example above only text fields will be displayed in the selection balloon. All other form elements will be ignored.

For the "Login App" you need to provide three more information, but we don't need to discuss it further here because they are not necessary for our tutorial.

At last you need to activate the app!



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I've set up the "Login App" and now what?

After filling out and submitting the form by a frontend user Proforms checks if all details used to be correct. If there are no flaws Proforms starts processing the form.
This is the point where the "Login App" engages.
Because the app knows which field is representing the username and which field is representing the password it tries to login with the submitted values.
If there is a mismatch, Proforms interrupts the processing and prompts an error message.
If the values are valid, Proforms logs in the user.

This example shows us the important meaning of the form element selection field. The form element selection field is the central tool of plug-in-apps.

We often get support requests which are saying that there must be a bug because the selection doesn't show any elements. In almost all cases this is not right.
The element selection field is made to prevent mistakes by users.

Let's focus the "Destination App" which is listed under the internal name "User selects recipient". This app fetches the value of a SINGLE CHOICE SELECTION FIELD and routes the admin email based on the fetched value to a special email address (es).
Many admins do create a multiple choice selection field and wonder why this is not displayed the form element selection balloon. This is because the form element selectors are smart and only show the single choice selections. All other fields will not be shown.

Some important information about form element selectors in apps:

- Selectors often display only the form elements where the types are matching the requirements of the app.
- You can apply multiple form elements at one selector if this allows multiple fields.
- The balloon display fields by their "questions" (by default). If a field doesn't have a question the alias will be displayed in curly brackets. There is also a switch to toggle between pure alias and question display.
- Selectors can be decremental. This applies if an app has multiple selector fields and a form element may only be selected one time. Then only not selected form elements will be displayed at the balloon selector.

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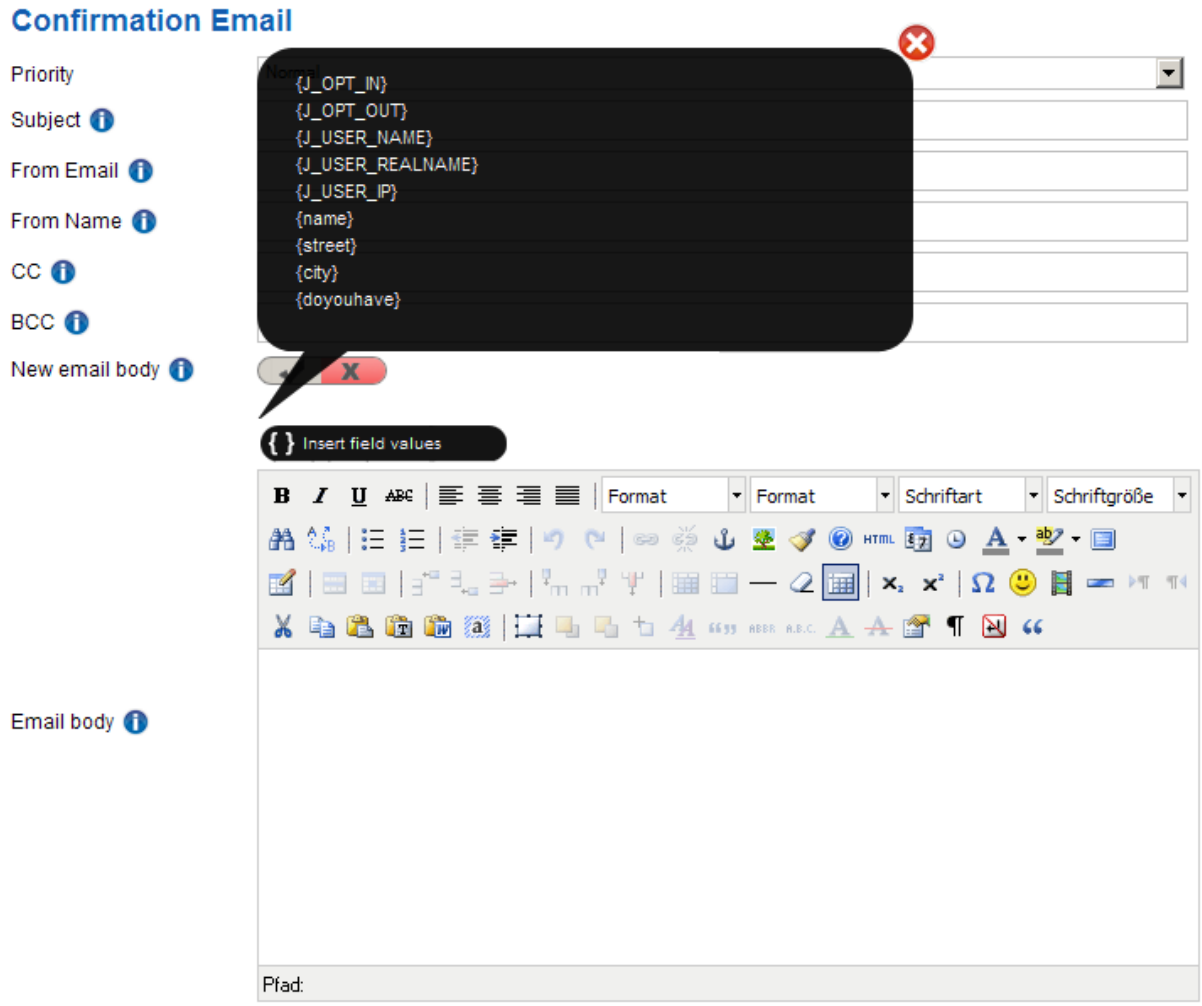
The second central working tool for apps



The second central working tool and also one of Proforms' general working elements is the system parameter and alias placeholder function.

For more information please read:

3.1.5.2 Form element aliases and the alias placeholder system

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Final advices

If you view the app listing interface you will detect that apps can be ordered.

The ordering is important when multiple apps shall be used or cooperate with each other at one form.
Just imagine you have two virtual apps called "calculation" and "advanced payment".
The calculation app does calculations and the advanced payment app redirects to a payment gateway by fetching the payment amount from a field.
So if you like to realize a "small shop" where you first do some calculations and redirect with the calculated amount to the payment gateway, it doesn't work if the payment app is listed before the calculation app.
Proforms apps are processed in a string. They will be processed one after the other in their ordering from first app to last app. In our fictional case we need to place the calculation app before the payment app.
If you like to combine multiple app you should always consider the ordering.

You can generally disable an app. The "Active" advice is also a switch where you can disable or enable the whole app. If an app is generally disabled it won't be used even if it is activated in the plug-in-app settings.

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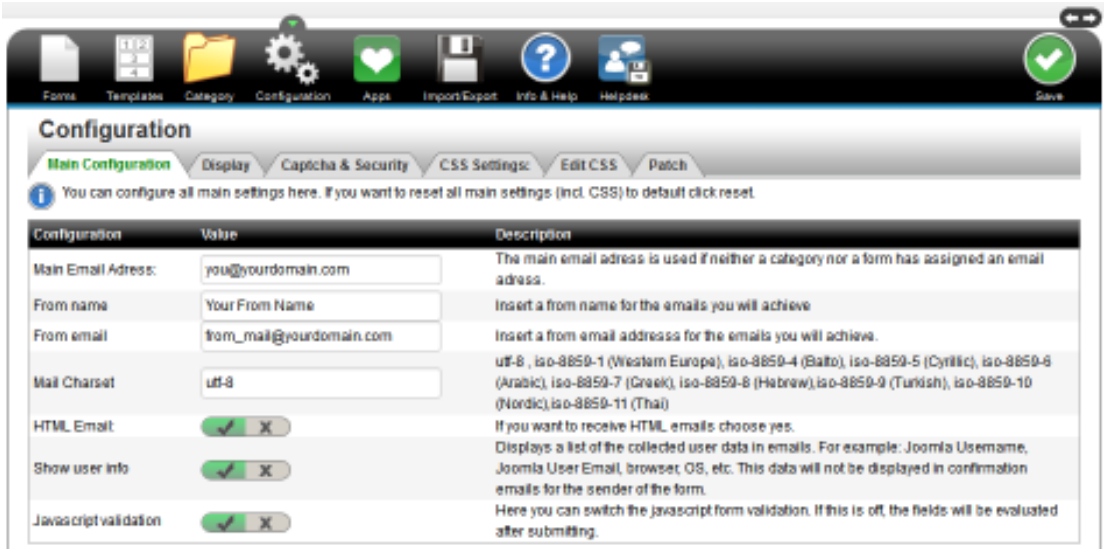
3.8. Configuration

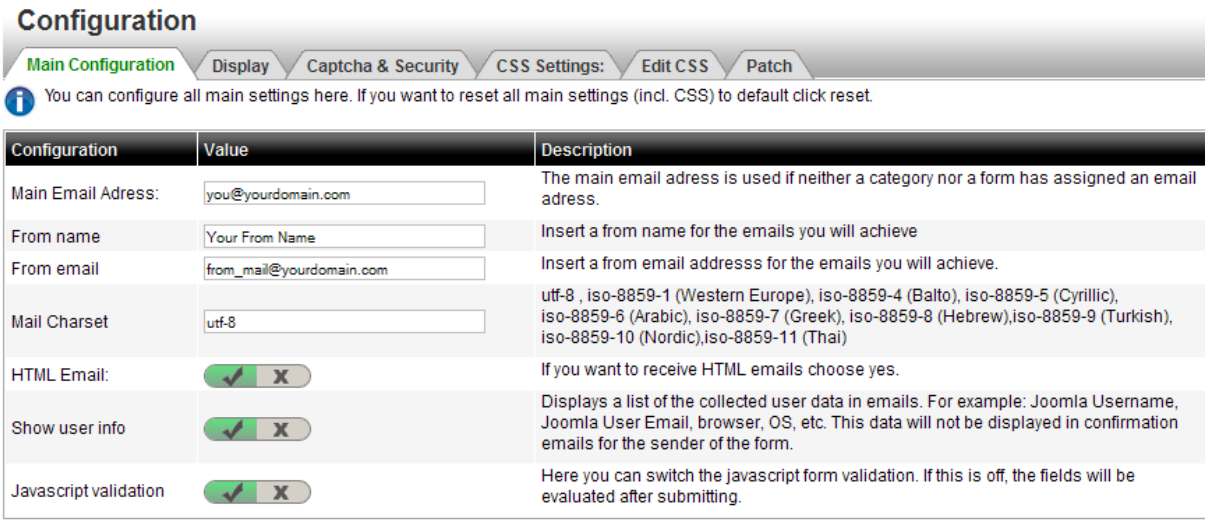

Forms
Templates
Category
Configuration
Apps
Import/Export
Info & Help
Helpdesk
Save
Configuration
Main Configuration
Display
Captcha & Security
CSS Settings:
Edit CSS
Patch
You can configure all main settings here. If you want to reset all main settings (incl. CSS) to default click reset.
Configuration
Value
Description
Main Email Adress:
you@yourdomain.com
The main email adress is used if neither a category nor a form has assigned an email adress.
From name
Your From Name
Insert a from name for the emails you will achieve
From email
from_mail@yourdomain.com
Insert a from email addresss for the emails you will achieve.
Mail Charset
utf-8
utf-8 , iso-8859-1 (Western Europe), iso-8859-4 (Balto), iso-8859-5 (Cyrillic), iso-8859-6 (Arabic), iso-8859-7 (Greek), iso-8859-8 (Hebrew),iso-8859-9 (Turkish), iso-8859-10 (Nordic),iso-8859-11 (Thai)
HTML Email:
If you want to receive HTML emails choose yes.
Show user info
Displays a list of the collected user data in emails. For example: Joomla Username, Joomla User Email, browser, OS, etc. This data will not be displayed in confirmation emails for the sender of the form.
Javascript validation
Here you can switch the javascript form validation. If this is off, the fields will be evaluated after submitting.

Proforms' main configuration allows setting of main parameters and also some special functions like editing the CSS file or applying a patch.

The configuration is divided in tabs. The configuration is generally self-explanatory. The settings are layouted in a table view with the configuration name, value and description. Because of the self-explaining character we just advice to some important settings in this document.

3.8.1. Main Configuration

The main configuration doesn't need to be explained here because the descriptions are pretty well explaining the settings.


Configuration
Main Configuration
Display
Captcha & Security
CSS Settings:
Edit CSS
Patch
You can configure all main settings here. If you want to reset all main settings (incl. CSS) to default click reset.
Configuration
Value
Description
Main Email Adress:
you@yourdomain.com
The main email adress is used if neither a category nor a form has assigned an email adress.
From name
Your From Name
Insert a from name for the emails you will achieve
From email
from_mail@yourdomain.com
Insert a from email addresss for the emails you will achieve.
Mail Charset
utf-8
utf-8 , iso-8859-1 (Western Europe), iso-8859-4 (Balto), iso-8859-5 (Cyrillic), iso-8859-6 (Arabic), iso-8859-7 (Greek), iso-8859-8 (Hebrew),iso-8859-9 (Turkish), iso-8859-10 (Nordic),iso-8859-11 (Thai)
HTML Email:
If you want to receive HTML emails choose yes.
Show user info
Displays a list of the collected user data in emails. For example: Joomla Username, Joomla User Email, browser, OS, etc. This data will not be displayed in confirmation emails for the sender of the form.
Javascript validation
Here you can switch the javascript form validation. If this is off, the fields will be evaluated after submitting.

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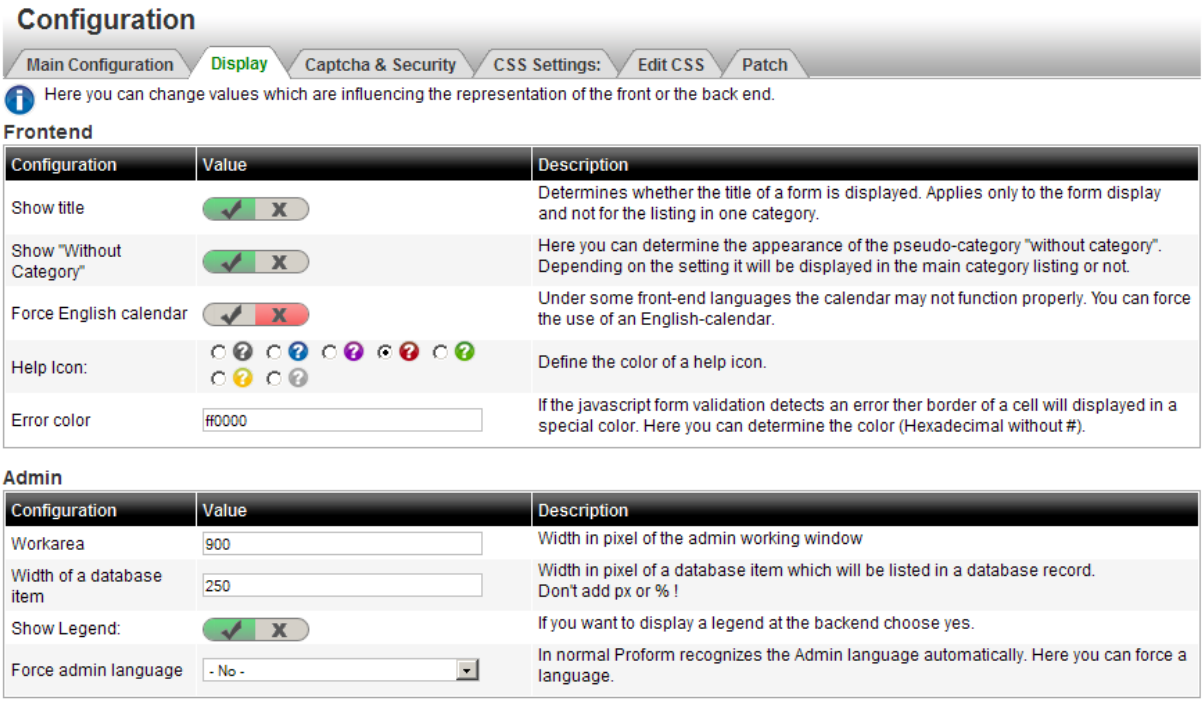
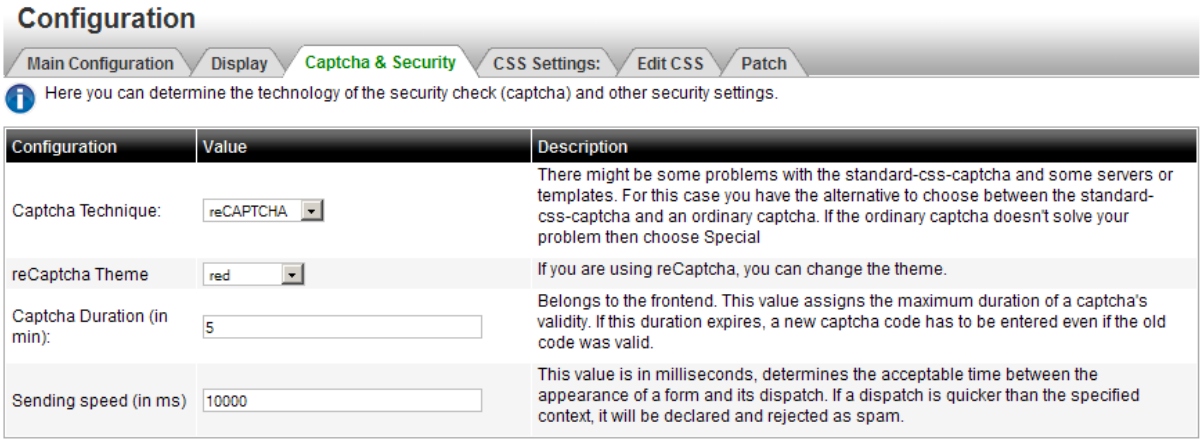
3.8.2. Display


Configuration
Main Configuration
Display
Captcha & Security
CSS Settings:
Edit CSS
Patch
Here you can change values which are influencing the representation of the front or the back end.
Frontend
Configuration
Value
Description
Show title
Determines whether the title of a form is displayed. Applies only to the form display and not for the listing in one category.
Show "Without Category"
Here you can determine the appearance of the pseudo-category "without category". Depending on the setting it will be displayed in the main category listing or not.
Force English calendar
Under some front-end languages the calendar may not function properly. You can force the use of an English-calendar.
Help Icon:
Define the color of a help icon.
Error color
ff0000
If the javascript form validation detects an error ther border of a cell will displayed in a special color. Here you can determine the color (Hexadecimal without #).
Admin
Configuration
Value
Description
Workarea
900
Width in pixel of the admin working window
Width of a database item
250
Width in pixel of a database item which will be listed in a database record. Don't add px or % !
Show Legend:
If you want to display a legend at the backend choose yes.
Force admin language
- No -
In normal Proform recognizes the Admin language automatically. Here you can force a language.

The display configuration is split to frontend and admin.

Here you can turn off title display. Means if you don't want to show a title you need to do this here. All other settings are pretty good explained as well so that we don't need to explain them again.

3.8.3. Captcha & Security


Configuration
Main Configuration
Display
Captcha & Security
CSS Settings:
Edit CSS
Patch
Here you can determine the technology of the security check (captcha) and other security settings.
Configuration
Value
Description
Captcha Technique:
reCAPTCHA
There might be some problems with the standard-css-captcha and some servers or templates. For this case you have the alternative to choose between the standard-css-captcha and an ordinary captcha. If the ordinary captcha doesn't solve your problem then choose Special
reCaptcha Theme
red
If you are using reCaptcha, you can change the theme.
Captcha Duration (in min):
5
Belongs to the frontend. This value assigns the maximum duration of a captcha's validity. If this duration expires, a new captcha code has to be entered even if the old code was valid.
Sending speed (in ms)
10000
This value is in milliseconds, determines the acceptable time between the appearance of a form and its dispatch. If a dispatch is quicker than the specified context, it will be declared and rejected as spam.

Here you can do all the settings about security and captcha.

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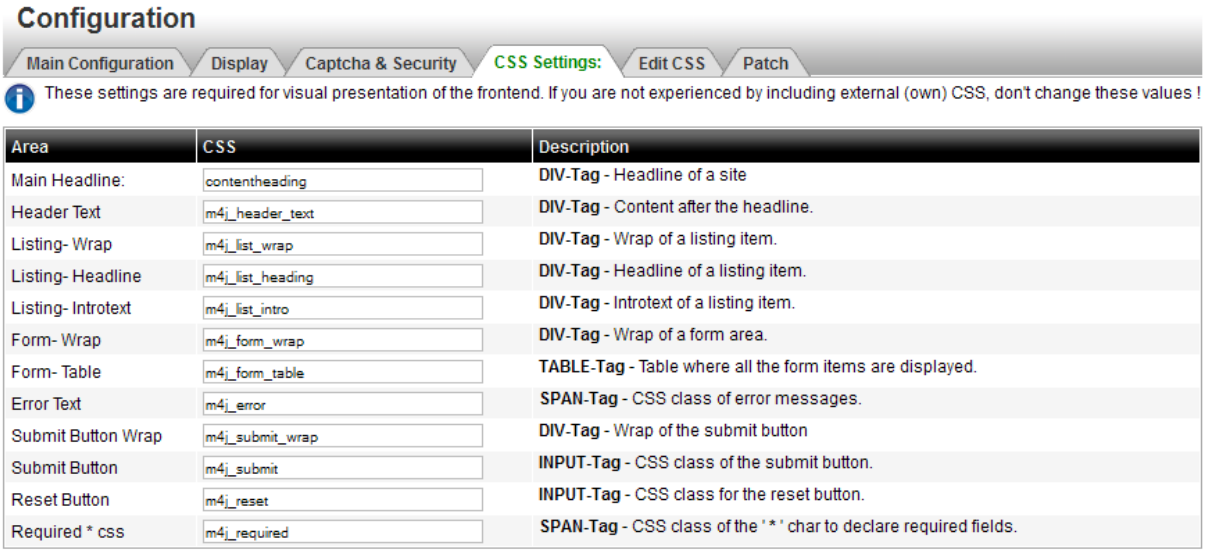
3.8.4. CSS Settings


Configuration
Main Configuration
Display
Captcha & Security
CSS Settings:
Edit CSS
Patch
These settings are required for visual presentation of the frontend. If you are not experienced by including external (own) CSS, don't change these values !

Area	CSS	Description
Main Headline:	contentheading	**DIV-Tag** - Headline of a site
Header Text	m4j_header_text	**DIV-Tag** - Content after the headline.
Listing- Wrap	m4j_list_wrap	**DIV-Tag** - Wrap of a listing item.
Listing- Headline	m4j_list_heading	**DIV-Tag** - Headline of a listing item.
Listing- Introtext	m4j_list_intro	**DIV-Tag** - Introtext of a listing item.
Form- Wrap	m4j_form_wrap	**DIV-Tag** - Wrap of a form area.
Form- Table	m4j_form_table	**TABLE-Tag** - Table where all the form items are displayed.
Error Text	m4j_error	**SPAN-Tag** - CSS class of error messages.
Submit Button Wrap	m4j_submit_wrap	**DIV-Tag** - Wrap of the submit button
Submit Button	m4j_submit	**INPUT-Tag** - CSS class of the submit button.
Reset Button	m4j_reset	**INPUT-Tag** - CSS class for the reset button.
Required * css	m4j_required	**SPAN-Tag** - CSS class of the ' * ' char to declare required fields.

The CSS Settings tab includes a look up table for CSS class names.
This means that you can apply different class names for general HTML elements of forms.
E.g. you can apply a custom class name for submit or reset buttons.
Please note that if you change class names here that Proforms' very own CSS will not take affect on some elements of the form.

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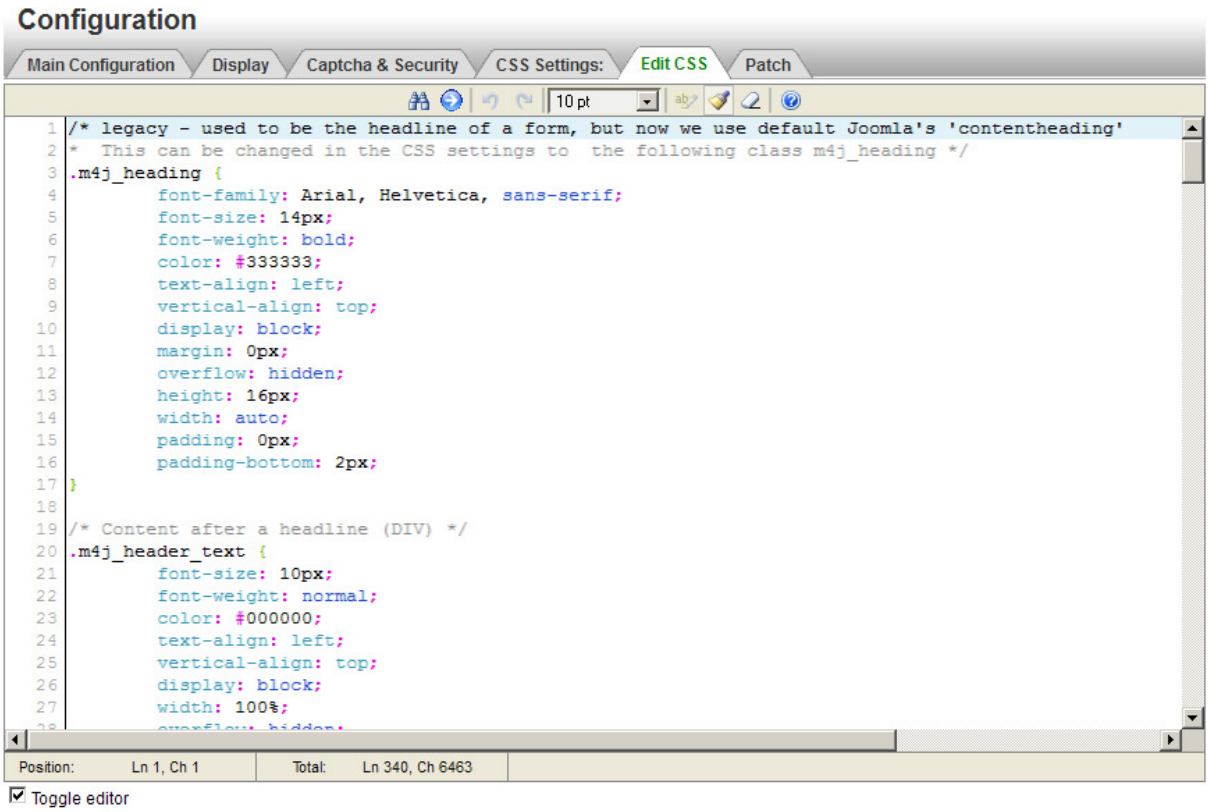
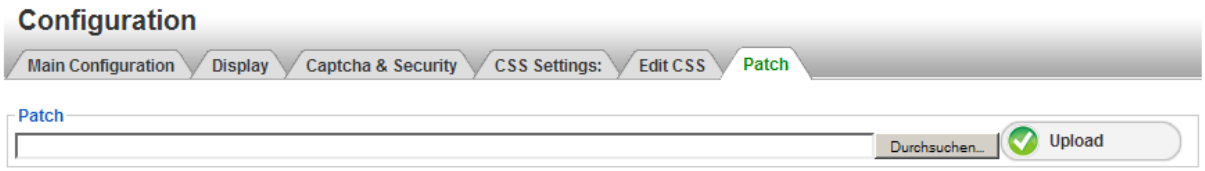
3.8.5. Edit CSS



Proforms comes with a CSS editor. This is a 3rd party script and will be replaced in the next Proforms version because it sometimes conflicts with other scripts.
If you should have issues with the CSS Editor you can toggle the editor off.

In this tab you can edit Proforms main CSS file directly without using a FTP client and an editor on your desktop computer. Please note that you server must allow you overwriting / writing of files. Otherwise you will not be able to save your CSS via this editor.
If you have issues saving the CSS please read: 2.2 Troubleshooting - installation problems
The installation trouble shooting also can also help on writing / overwriting problems.
Please note that the CSS Editor is not available for Proforms Basic!

3.8.6. Patch



At the patch tab you can upload and apply Proforms' patches.
Please also read: 2.6 Installing / Applying Patches.

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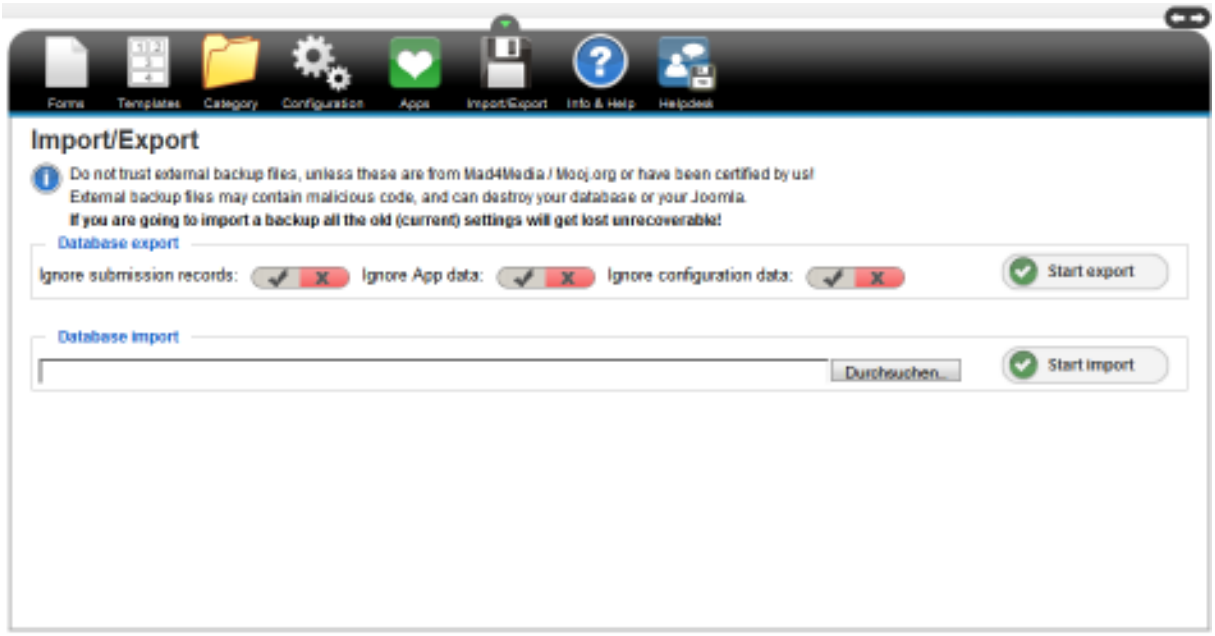
3.9. Import – Export (Backup Proforms)

Starting with version 1.1 (Build 106 and higher) we have built in an import/export function.


Forms
Templates
Category
Configuration
Apps
Import/Export
Info & Help
Helpdesk
Import/Export
Do not trust external backup files, unless these are from Mad4Media / Mooj.org or have been certified by us!
External backup files may contain malicious code, and can destroy your database or your Joomla.
If you are going to import a backup all the old (current) settings will get lost unrecoverable!
Database export
Ignore submission records:
Ignore App data:
Ignore configuration data:
Start export
Database import
Durchsuchen...
Start import

Please note that the Import/Export function is not available for Proforms Basic!

Exporting First Step

You can export your database with one click.
You can also set up if you like to ignore parts of the database.
You can ignore:

- Submission records. Means the submissions of users which have been stored in the very own database tables of Proforms.
- Database tables and data of Apps.
- The general configuration settings of Proforms

You can easily import such backups with the import function.
Please note that the build number (or the build compatibility number) must be equal to the import data. Otherwise it could cause big issues. If there is no build compatibility the system will inform you with an error prompt.

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Exporting Second Step:

Backup the following folders via FTP:

```
{JOOMLA}/components/com_proforms/css
```

```
{JOOMLA}/components/com_proforms/tmp
```

First folder is necessary if you have edited the CSS.
Second folder is necessary if you use upload fields and have enabled database storage. This folder is where all uploads are stored.

Importing / Restoring:

1. Reinstall or install Proforms and all apps which you have used on the backuped installation.
2. Restore the files mentioned in "Exporting Second Step".
3. Import the database backup.

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4. Advanced functions

The chapter advanced functions which advance functions are built-in and how they are practically used.

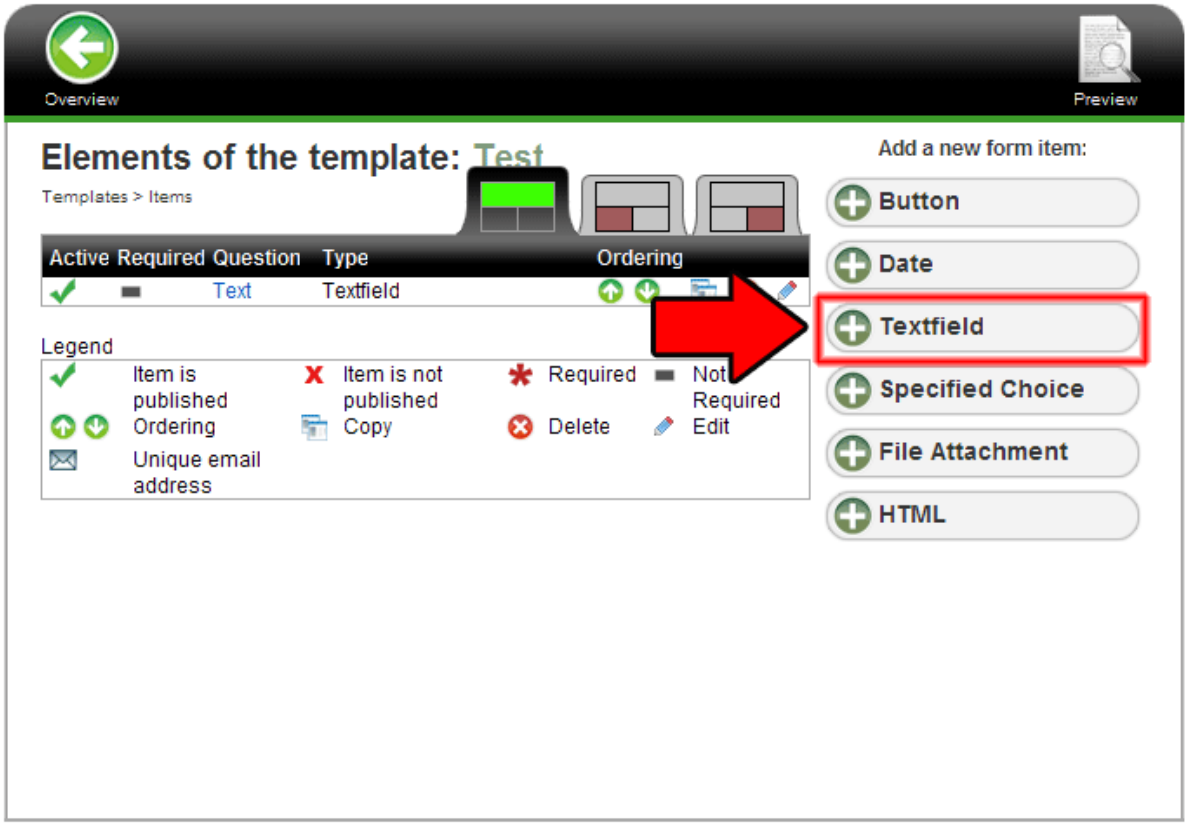
Please note that advanced functions are only available for Proforms Advance!

4.1. Confirmation emails (copies) to form submitters.

Proforms allows sending of a confirmation email (copy of the submission email) back to the sender.

How to create a sender confirmation

1. First you need to create a text field for the unique email address.



Please note that this is screenshot by using the old icon set (version <1.3)

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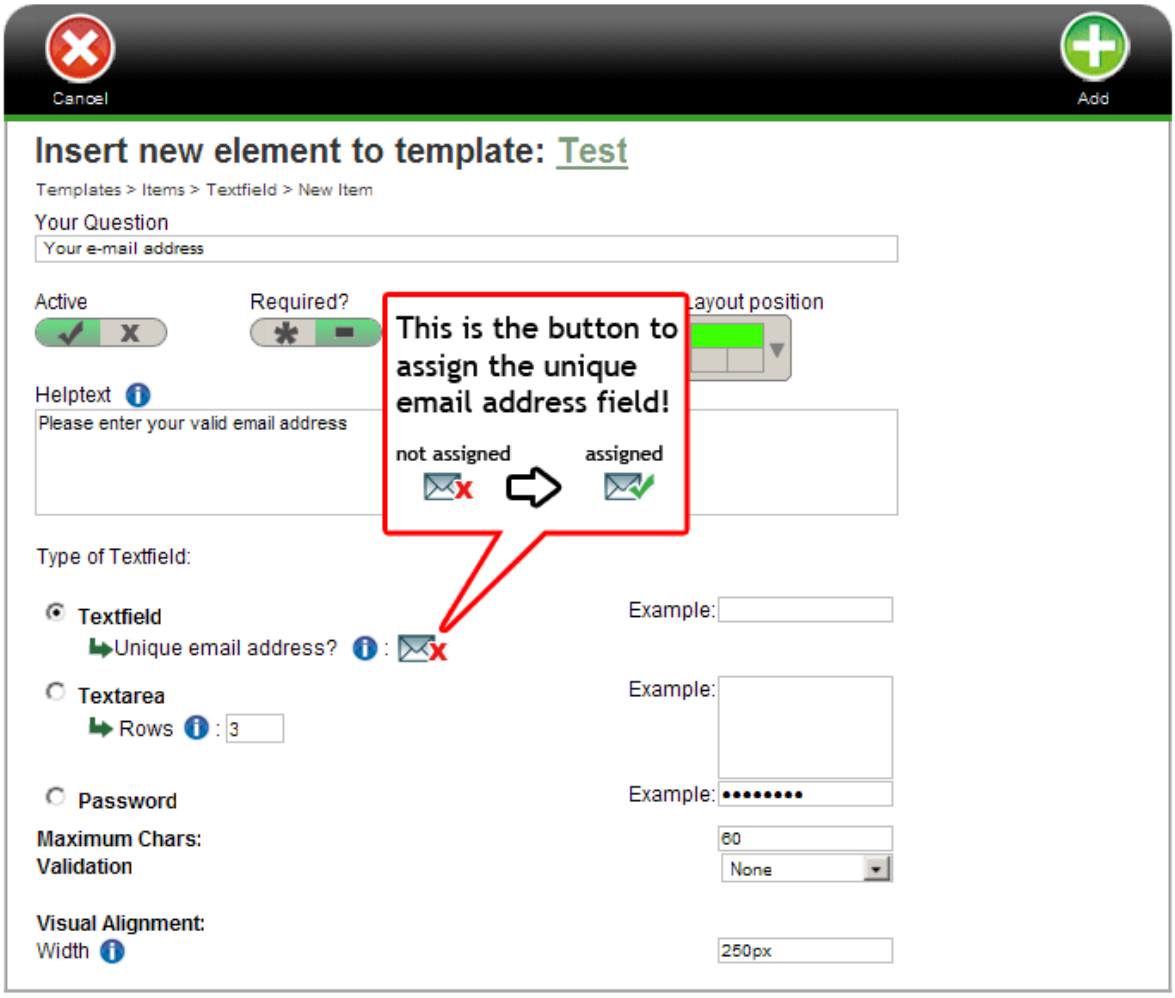
2. You must assign this field to the unique email address.



Please note that this is screenshot by using the old icon set (version <1.3)

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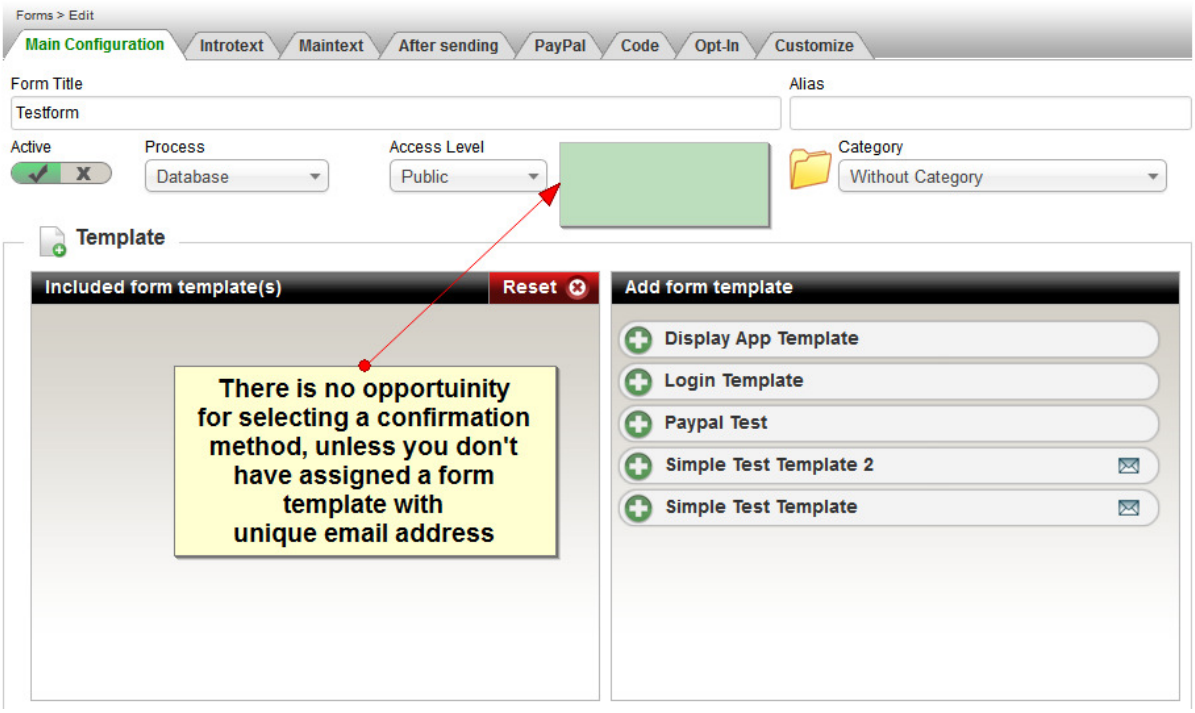
3. Create the form / Edit the form.



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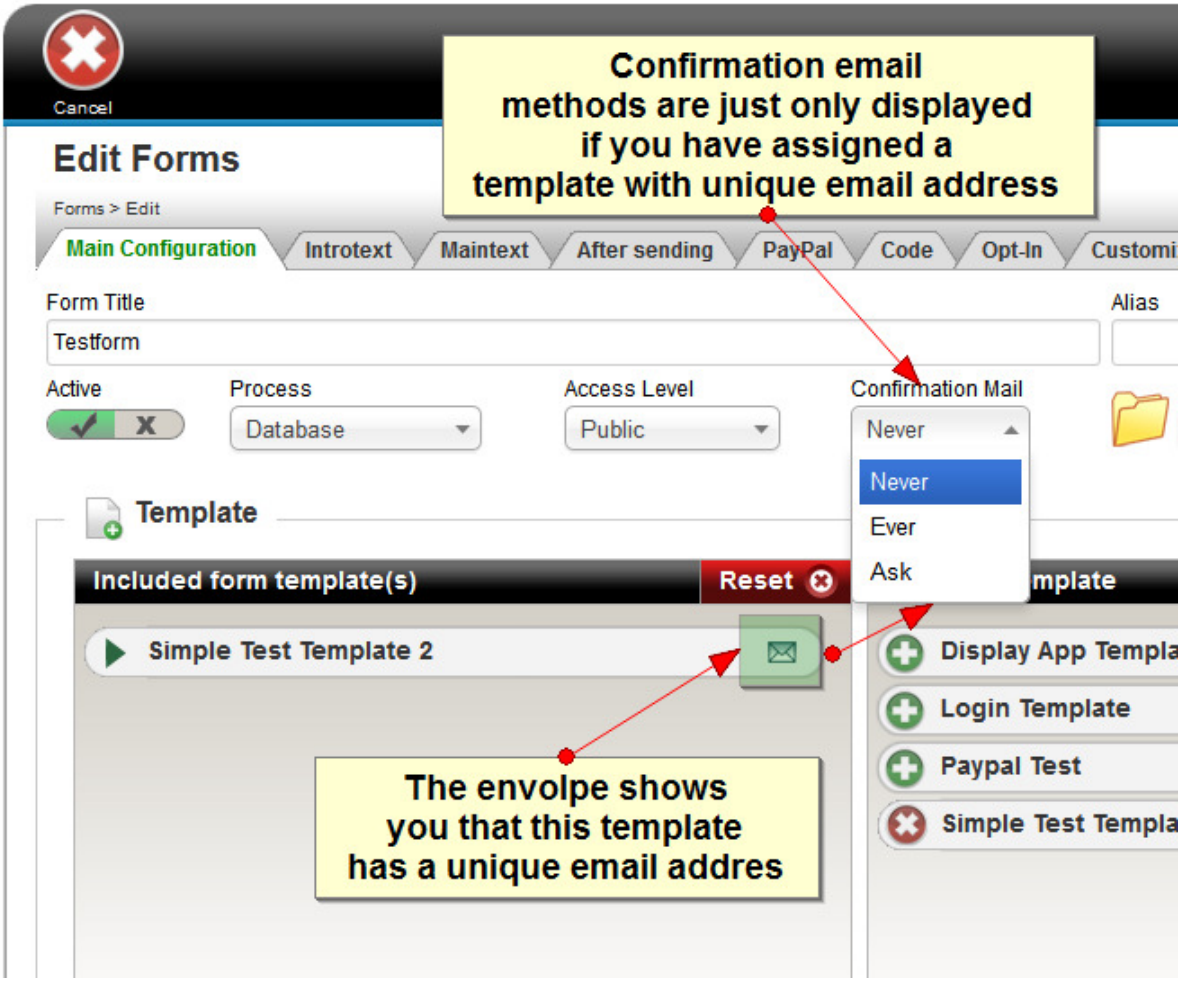
4. If you add a form template which has a unique email address, the confirmation select box appears.



5. If you choose ask, the user will be asked if he wants to receive a confirmation email.

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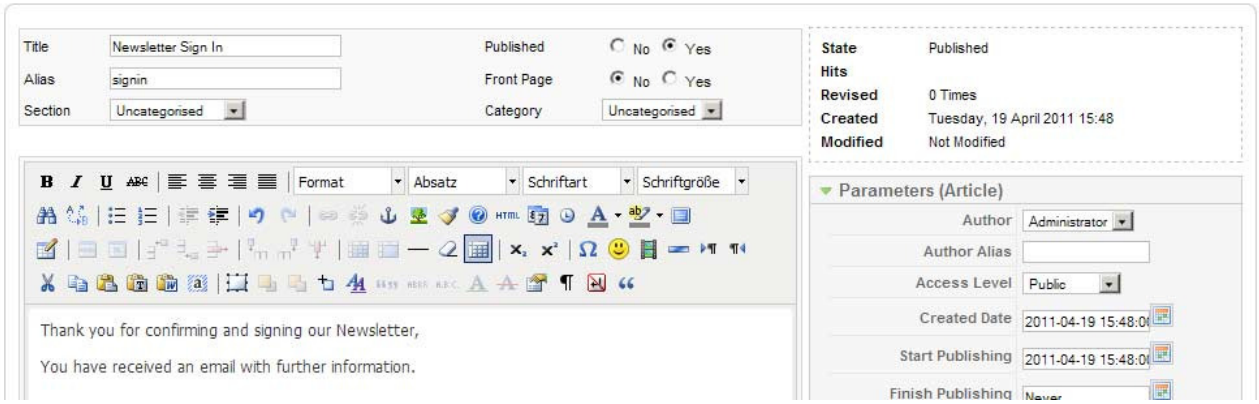
4.2. Double-Opt-In

Starting with version 1.1 we have built in a double-opt-in function.
In many countries this is a requirement by law, if you like to run email marketing.
This is a tutorial by using a simple newsletter example.

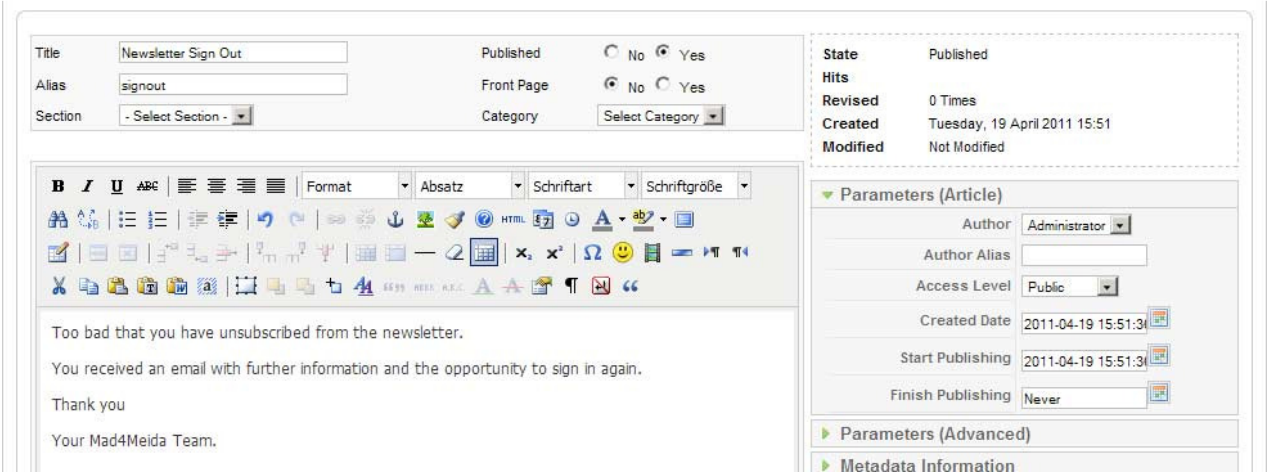
Step 1: Create Opt-In and Opt-Out landing pages.

You should set up two content sites and use them as Opt-In and Opt-Out landing pages.
So you can freely design how your user shall be informed about opt-in our opt-out.

1. Example for an opt-in landing page:



2. Example for an opt-out landing page:



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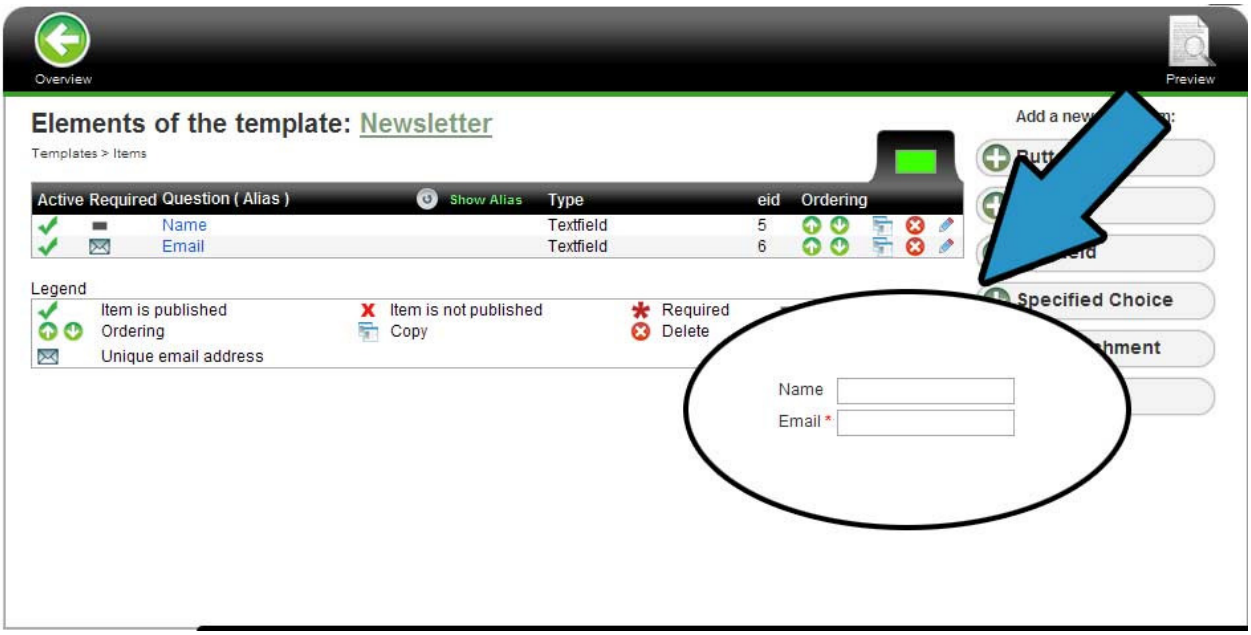
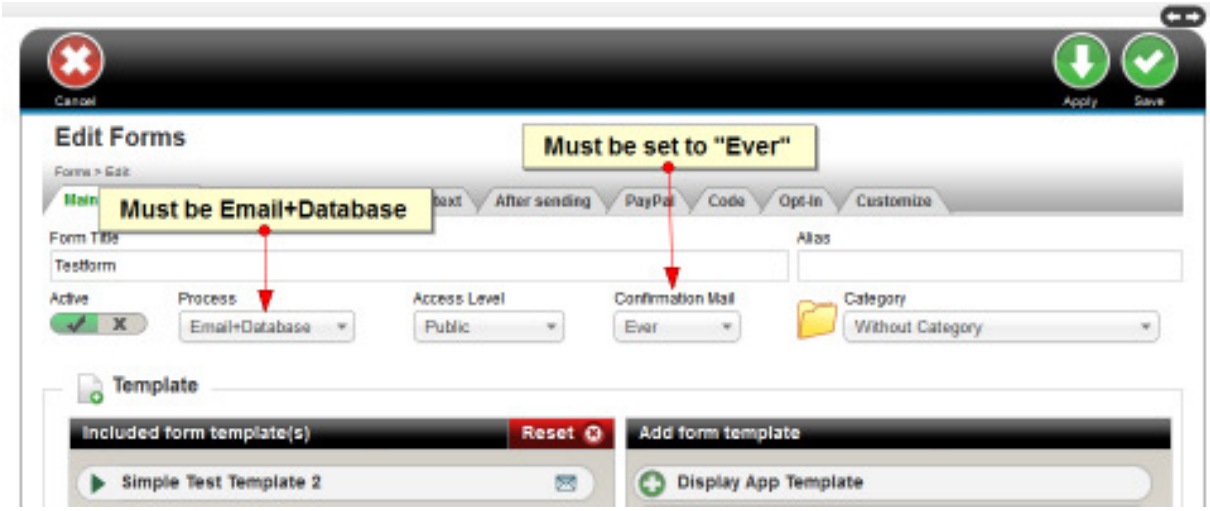
Step 2: Creating the form template



Please note that this is screenshot by using the old icon set (version <1.3)

Create your newsletter form template. The newsletter must have a unique email address.
If you don't know how unique email fields and confirmation emails are set up please read:
4.1 Confirmation emails (copies) to form submitters.
In our example we just use a field with the name and one field for the email address.

Step 3: Creating the Form / Setting up the main configuration for double-opt-in



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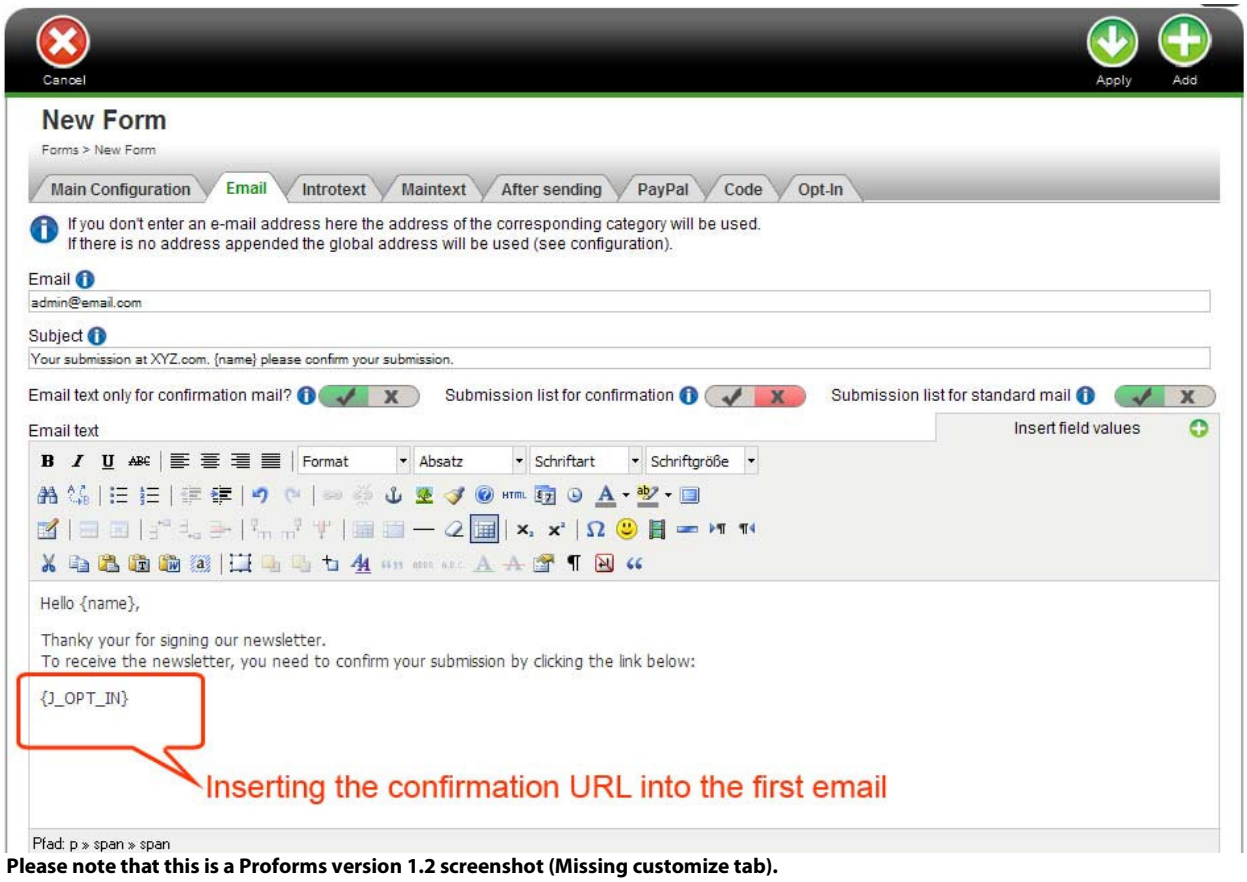
For the most options you can freely set up what you like. But there are requirements which you need to follow if you want to set up a double-opt-in corresponding with the law.
At the "Main Configruation" Tab of the form creation you need to set the process to "Email+Database".
Database usage is required for the double-opt-in function and email sending is required to send / provide a confirmation URL to the user.
Never insert the confirmation URL at the thank you page. This is not confirming to the law. (In most countries)
You need to set "Confirmation Mail" to "Ever". This is because your users / customer need to get a "first" email for sure.

Step 4: Setting the email options (Email Tab at the form creation)



Please note that this is a Proforms version 1.2 screenshot (Missing customize tab).

As you can see at the screenshot you can also use alias dummies (inserting field values) at the subject (Only starting at version 1.1).
Activate "Email text only for confirmation email", otherwise you could also be able to confirm the user.
Turn off the submission list for confirmation emails and use a totally customized email text instead.

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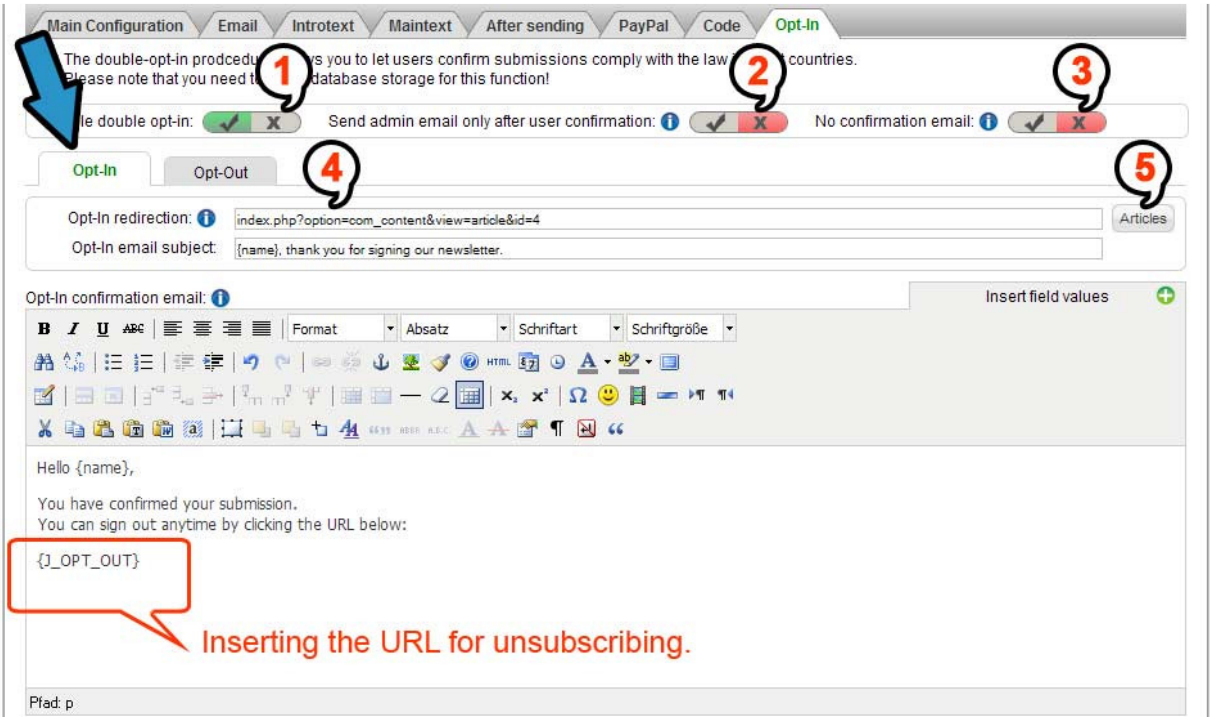
Therefore all of your form fields should have different field aliases.
Activate confirmation list for standard mail because otherwise you will see nothing but a blank email.
By inserting {J_OPT_IN} you will provide the confirmation URL for opt in (signing in).
This means your user has to click on this URL to confirm his submissions.
You can also insert the opt-out URL together with the opt-in URL by adding a {J_OPT_OUT}
.

Step 5: Settings at the "Opt" tab:



Please note that this is a Proforms version 1.2 screenshot (Missing customize tab).

You need to enable double-opt-in usage by activating the button (1).
Button (2) gives you the opportunity to choose if YOU want to receive the admin email only if a user confirms his submission (on opt-in).
You can also turn off sending extra emails to the user by opt-in or opt-out. This is intended for admins who are sending the opt-in and the opt-out URL at once by the first mail.
BUT WE DON'T RECOMMEND THIS TECHNIQUE! PLEASE USE THE EXTRA EMAIL TECHNIQUE!

As you can see at the screen shot there are two inside tabs called "Opt-In" and "Opt-Out". Usage and logic are the same for both tabs. The one is intended for signing in options and the other for signing out options.
On both you can redirect the user to a URL you like (4).

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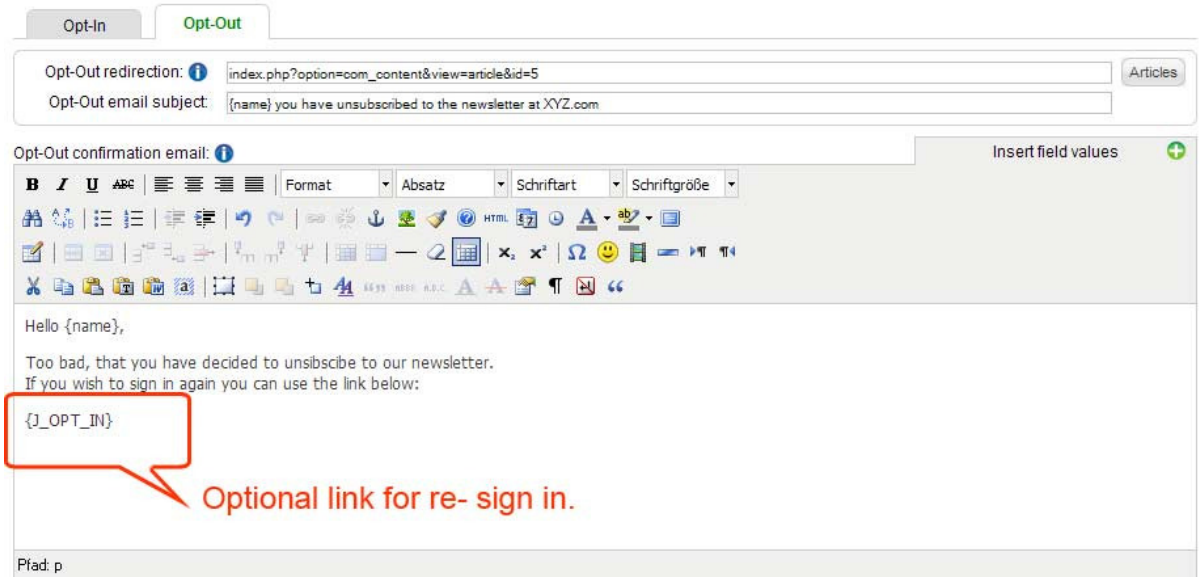
If you want to redirect the user to site inside your Joomla system you can easily choose a site by clicking the "Article" button (5) and a pop up with all content sites will be displayed where you can choose the appropriate content page.
Therefore we have created the landing pages at step 1. Choose the opt-in lading page for the opt-in redirection and the opt-out page for opt-out redirection.
Enter an informative email subject. You can use alias dummies for field values.
As you can see in the screen shot above we are setting up an email text where we use {J_OPT_OUT} (Dummy for the opt-out URL).
If you didn't add an opt-out URL at the first email and if you are don't send and an opt-out URL by the opt-in-email you are not compliant with the law.
You always need to give an opportunity to the user to sign out.

The screenshot below shows an example how you can set up opt-out:



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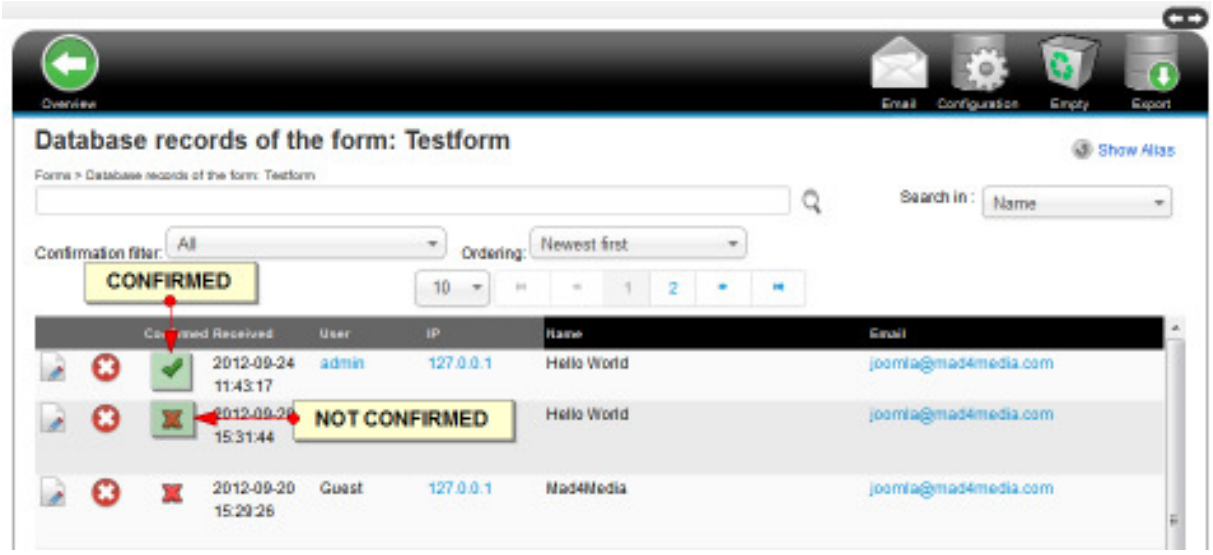
Usage:



If you view the database records by the database manager you will see that we have entered an extra system field called "Confirmed".
There you can see if a user has confirmed (opt-in) his submission.
We also added a "Confirmation filter" where you can filter those records which are confirmed, not confirmed or just display all.

The biggest advantage of the new version is the interaction of double-opt-in and the email function for database records.

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4.3. Mass email sending (based on recorded submissions)

Starting at version 1.1 we have added a mass mail function for the database manager.
This mass mail manager allows you to send mails based on database records.
It is part of the database manager with the opportunity to localize the destination based on search queries.

The mass mail manager uses a brand new technique for parallel sending of emails.
Normally if you start sending emails on one page, mails will be sent one after the other.
The server waits until one mail has been sent before start sending the next mail.
If you have to send a huge number of mails this can cause an error because of exceeding the maximum execution time of a PHP script. Even if the execution time limit would be turned off it would take a long time to send all emails. The mail manager of Proforms splits the sum of all mails into chunks and sends them time-delayed in a separate frame.
This means that each chunk has his "own site". This is a kind of server based multi tasking.

IMPORTANT NOTICE! PLEASE READ BEFORE SENDING ANY EMAIL!

You have two parameters for chunking and intervals. You can set up how many emails you like to send at once and set the time shift between two chunks.
BUT THERE CAN BE RESTRICTIONS OF YOUR HOSTING PROVIDER!
Hosting providers can interpret these parallel sending as spam from a hijacked server.
Or they don't allow you to send newsletters and mass mail via the Sendmail method.
If you send too many mails or open too many sending chunks at once it can be that your provider blocks your site and all other sites on the same IP!
If this happens it can be that your site(s) will be offline for a short while, for a longer time or until you get in contact with your provider!
We ask you to get in contact with your hosting provider and ask about such restrictions.
In many cases such issues can only happen if you use the Sendmail method or PHPmail.
It shouldn't happen if you use SMTP. But we don't give you any guarantee.
You can set up the sending method at the main configuration of Joomla!

If you don't want to run in issues you should also send mails where one chunk starts sending after the other.
This method doesn't provide a time benefit but you don't run in danger to exceed the execution time limit.

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Also, send mass mail in times with less traffic like in the early hours.

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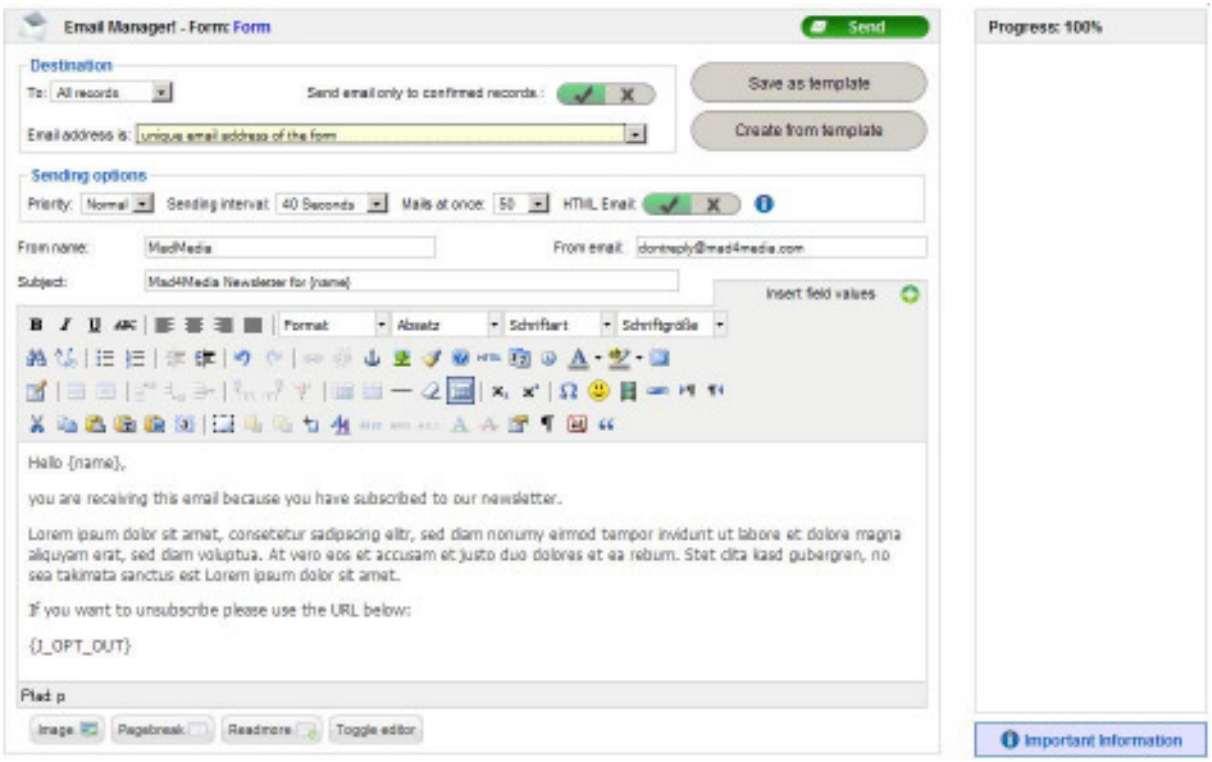
Mad4Media shall not be liable for any damages resulting from the use of this software

The Mass Mail Manager


Email Manager! - Form: Form
Send
Progress: 100%
Destination
To: All records
Send email only to confirmed records:
Save as template
Email address is: Unique email address of the form
Create from template
Sending options
Priority: Normal
Sending interval: 40 Seconds
Mails at once: 50
HTML Email:
From name: MadMedia
From email: donteply@mad4media.com
Subject: Mad4Media Newsletter for {name}
Insert field values
Format
Absatz
Schriftart
Schriftgröße
Hallo {name},
you are receiving this email because you have subscribed to our newsletter.
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
If you want to unsubscribe please use the URL below:
{J_OPT_OUT}
Pfad: p
Image
Pagebreak
Readmore
Toggle editor
Important Information

To use the mass mail manager you need to enter / view the database records of a form. At the upper right you can see the "E-Mail" icon. If you click on this icon the mass mail manager opens in a pop up.

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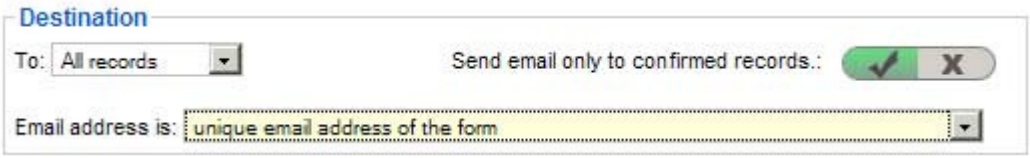
Destination:

First you need to specify the destination of the e-mails. This means you need to specify which records should be considered for email sending.



With the "To" drop down you can specify if you like to consider all records or the results of the search query.
To limit the destination records to a search query, you need to search before opening the mass mail manager.

If you are using double-opt-in you can limit the destination records with "Send email only to confirmed records".
If activated, you will send only to records where the user has confirmed his submission.

At last the mail manager needs to know at which field the email address is located.
Generally this is the unique email address of a form. But you can also use the Joomla email address of a registered user (only if a record has been sent from a registered user) or to a specific form field (of the assigned form templates).
Proforms checks each email address field if this is a valid email address and sends the email only if it is valid.

Sending options:

You can set up the email priority to high or normal. Sending interval determines the time interval for opening the next sending frame.
With "Mails at once" you set up how many emails you like to send in one sending frame.
"HTML Email" determines if you like to use HTML mails. Please note that there two separate editors for HTML content and raw content.
This means if you switch between both editors the content will not taken over.
Therefore you should set if you like to use HTML mails before start entering the email text.

Email parameters and content:

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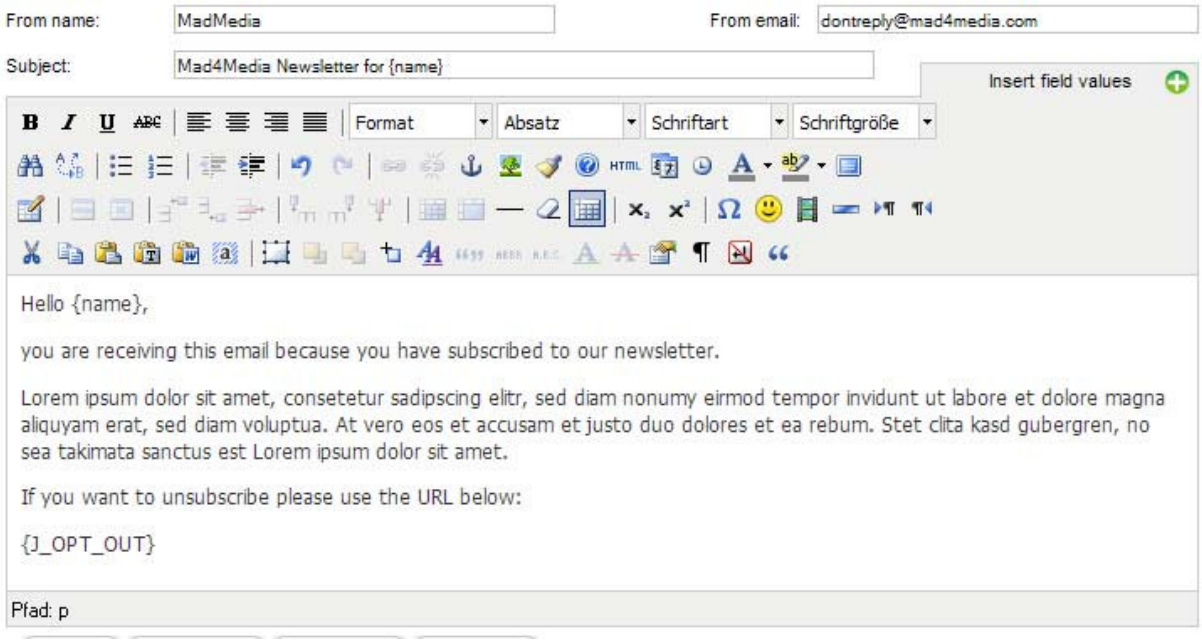
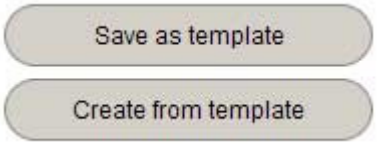

From name:
MadMedia
From email:
dontreply@mad4media.com
Subject:
Mad4Media Newsletter for {name}
Insert field values
Format
Absatz
Schriftart
Schriftgröße
Hello {name},
you are receiving this email because you have subscribed to our newsletter.
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
If you want to unsubscribe please use the URL below:
{J_OPT_OUT}
Pfad: p

You can insert field values from the record at the subject and at the mail body.
You can do this as usual with alias dummies by setting the field alias in between curly brackets.
If you are using double-opt-in and sending newsletters you should always add {J_OPT_OUT} for inserting an unsubscribing URL.
This is claimed by the law in several countries.

Saving and loading of emails and their settings:



You can save all settings as template. This allows you to load recurring actions from templates.
Once saved you can load the saved email and all its settings by "Create from template"

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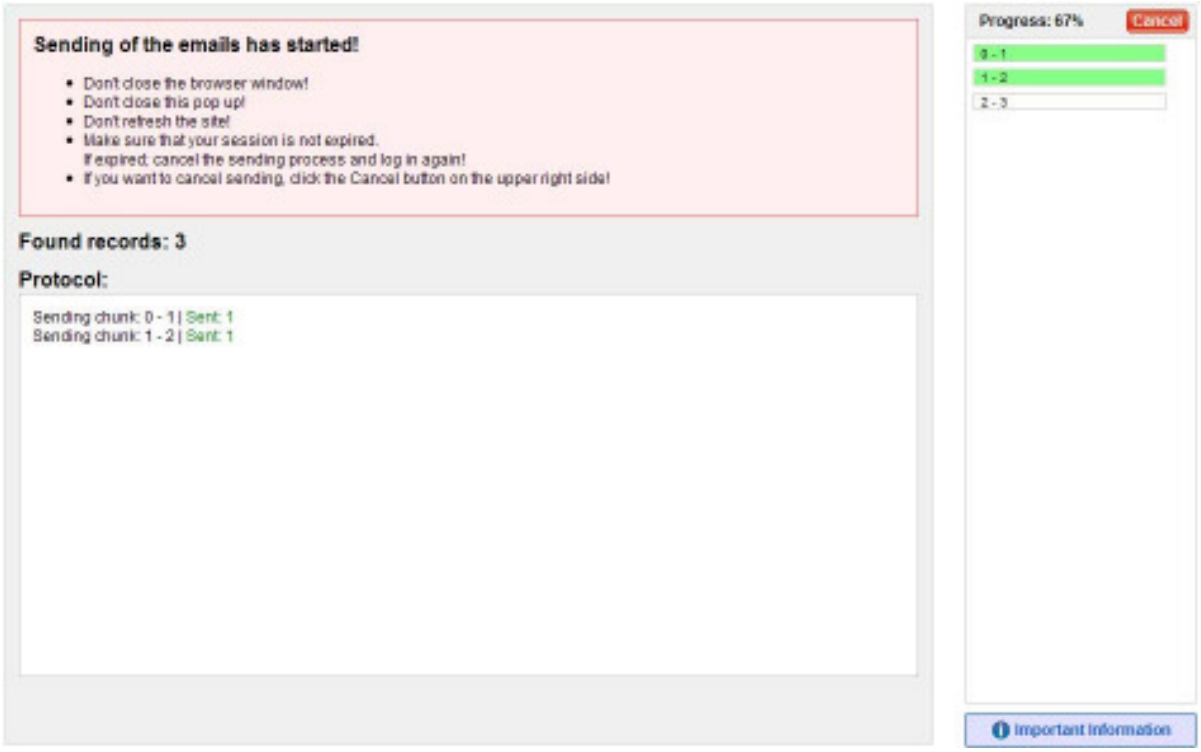
Start sending:


Sending of the emails has started!
Don't close the browser window!
Don't close this pop up!
Don't refresh the site!
Make sure that your session is not expired.
If expired, cancel the sending process and log in again!
If you want to cancel sending, click the Cancel button on the upper right side!
Found records: 3
Protocol:
Sending chunk: 0 - 1 | Sent: 1
Sending chunk: 1 - 2 | Sent: 1
Progress: 67%
Cancel
0 - 1
1 - 2
2 - 3
Important Information

If you push the green send button the email sending process will start.
At the right process are you will see the progress bars (sending frames) .
If one chunk has finished the overall progress will change.
While sending you have the opportunity to cancel the sending process.
Already opened sending frames will be sent until finishing.
Please read also the advice in the red window.

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5. Further documentations

We provide special documentations via the helpdesk for Proforms Advance users.
The documentations are available for all service time packages within the service time.
The special documentations can be downloaded at:
Helpdesk > Downloads > PDF Manuals and Tutorials

Following extra documentations are currently available via the helpdesk …

5.1. Dynamic features with JavaScript and CSS

"Dynamic features with JavaScript and CSS" is a PDF manual and tutorial for all those who want to create dynamic features like:

- Conditional field display
- Calculations
- Image switching based on field values.

This PDF handbook contains essential knowledge and case studies.

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